Office Administrator

Job Title: Office Administrator
Reports to: Finance and Human Resources Director
Status: Part-Time, Non-Exempt (30 hours per week)
Salary: DOE ($20-$25 an hour)
Location: Anchorage, Alaska: Office

Position Overview:
The Alaska Center and the Alaska Center Education Fund seek an enthusiastic team-player to fill our Office Administrator position. The Office Administrator is responsible for administrative and general operations support for both The Alaska Center and The Alaska Center Education Fund. The Office Administrator is the first point of contact for visitors, volunteers, partners and supporters, and is an important ambassador for both organizations. Under the guidance of the Operation Director and Finance and HR Director, this position will implement office standards, organize hard and soft copy file locations, execute office protocols and standard operating procedures, equipment and supply procurement and inventory; assist with data entry, bookkeeping; and direct incoming communications to appropriate program staff. The main duties of this position require working out of the Anchorage office and allows for a flexible weekday schedule totalling 30 hours per week.

Organization Overview
The Alaska Center Education Fund envisions a thriving, just and sustainable Alaska for future generations. We engage and empower Alaskans to support clean air and water, a strong democracy, and an equitable transition from an extractive to a regenerative economy. Our issue priorities include advancing climate action, protecting salmon habitat, and amplifying Alaskan voices in the public process. We achieve our mission through youth education and leadership development, community organizing, and nonpartisan voter engagement.
We are committed to supporting, centering, and working with Black, Indigenous, and People of Color, Working-Class and Low-Income people, Women, LGBTQIA2+ people, and Disabled people in addressing the many crises that impact us. We strongly encourage people with these identities or who are members of other marginalized communities to apply.

Primary Responsibilities:
Office Management

- Greet and direct visitors in a friendly and professional manner, in person, via phone, and electronically
- Accurately communicate information about the organizations' programs and initiatives to members and supporters
- Manage office cell phone and phone line system & general email inbox
- Manage office electronic, google drive, and hard-copy file system
- Manage vendor relationships to optimize service and minimize cost

Organization Administrative Responsibilities

- Receive mail and distribute to responsible parties
- Maintain and update staff and board contact list, org chart and calendars
- General administrative support: digitization, word processing, data entry, printing, mailing, errands, etc.

- Post job openings, receive and compile applications
- Account management and password support in coordination with IT contractor

Organizational Facilities Responsibilities

- Coordinate office maintenance, repairs, security systems, and upgrades
- Track keys and door codes, keep door codes updated
- Oversee cleanliness of reception area, mailroom, storage room, file room, conference room, and kitchen
- Manage office and kitchen supplies, merchandise, and inventory

Organizational Logistics

- Make plans, reservations and transportation arrangements for organizational events, retreats, and meetings
- Merchandise inventory: Manage inventory of t-shirts, sweatshirts, stickers, etc.

Financial

- Log and process incoming donations and provide monthly batch reports to Finance Director
- Basic bookkeeping data entry as assigned
- Accounts Payable (weekly)
- Payroll (bi-weekly)

Skills and Qualifications:

- Excellent organization and planning skills
- Strong communication skills for working with a team in different locations
- Experience with general office management as well as running a multi-line phone
- Intermediate to advanced proficiency in Microsoft Windows and the MS Office suite of software products
- Ability to lift 25 pounds to stock organization's supplies
- Demonstrated ability to manage multiple projects and priorities, respond quickly and professionally, and flexibility to adapt to changing circumstances of dynamic organizations
- 2 years of office or related experience
- Two professional references required
- Must pass criminal background check
- Familiarity with QuickBooks desktop software a plus

Position is part-time and based in Anchorage, Alaska. Wage is dependent on experience. All Alaska Center staff have access to professional development opportunities, including training and support. The Alaska Center provides a supportive work environment with excellent benefits and incentives. The Alaska Center is an equal opportunity employer. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status,or any other protected characteristic as established under law. To apply, email your resume and cover letter to jobs@akcenter.org. Position open until filled. First review of applications will be February 2nd,2022. No phone calls please.

COVID-19 considerations:
All employees that visit the office are required to submit a vaccine record. We follow all local and state COVID protocols within our COVID Mitigation Plan.