

## JOB DESCRIPTION, JOB RESPONSIBILITIES, AND JOB REQUIREMENTS

Title: Office Manager

Job description:

The Barbara Lee Family Foundation (BLFF) and Lee Family Office (LFO) seek an outstanding Office Manager for a small office in Harvard Square. The Office Manager plays an important role in managing the internal administrative functions including Office Management, Staff Management and Bookkeeping.

Candidate should be a self-motivated individual with a demonstrated background in general business or non-profit administration. Strong expertise in office and project management is required. Excellent organizational, communication, and staff management skills are essential. An interest in social activism, women's issues, and politics is preferred. This position reports to the Director of Finance and Administration and works closely with the Principal and Executive Director.

Organizational description:

The BLFF supports initiatives in two primary program areas: women in politics and contemporary art. The LFO manages administrative functions for Barbara Lee.

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### **Job Responsibilities**

#### 1. Office Management

- Oversee and ensure smooth office facility operations.
- Work with landlord to resolve any building issues.
- Determine need for large office purchases including office equipment and furniture.
- Coordinate necessary service or repairs of office equipment.
- Maintain stock of office stationery and business cards in coordination with Communications Team.
- Maintain documentation of all office systems, processes, and important records.
- Facilitate benefits administration, including payroll, while updating employee policy and benefit documents, when necessary.
- Coordinate hiring process and onboarding for new employees.
- Coordinate space planning and workspace assignments.
- Draft correspondence and perform basic research, as needed.
- Manage office computer technology in coordination with an outside IT vendor.

#### 2. Staff Management

- Supervise Administrative Assistant and co-manage Principal's Personal Assistant.
- Manage holiday mailings process.
- Manage personal event planning process with Personal Assistant as the point person.

#### 3. Bookkeeping

- Complete bookkeeping duties for multiple entities.
- Assess incoming bills, questioning and negotiating charges when necessary.
- Monitor and maintain appropriate account balances.
- Categorize payables and prepare payments for signature.
- Meet with Director of Finance and Administration to discuss questionable items and proper classification.
- Perform monthly bank statement and credit card reconciliations.

## **Job Requirements**

- College Degree - B.S. or B.A.
- Strong administrative, business, and employee management experience.
- Outstanding oral and written communication skills.
- Required attributes include ability to maintain confidentiality, maturity, and discretion.
- Reliability, self-motivation, and flexibility are key qualities.
- Ability to gracefully manage multiple projects, think critically, embrace change, meet deadlines, and use good judgment.
- Extremely organized and detail oriented, with ability to problem solve and think logically.
- Experience working in a small office setting.
- Command of Microsoft Outlook, Word, and Excel, and Quickbooks required.
- Interest in women's leadership and political participation preferred.

## **Salary and Benefits**

Lee Family Office is committed to workplace diversity and inclusion and candidates from underrepresented communities are encouraged to apply. We are an equal opportunity employer and do not discriminate in hiring or employment. We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

## **To Apply**

Email a cover letter and resume to:  
Emily Cashman Magno  
Director of Finance and Administration  
[emagno@barbaralee.com](mailto:emagno@barbaralee.com)

Or mail the cover letter and resume to:  
Lee Family Office  
Attn: Emily Cashman Magno  
131 Mt. Auburn Street, Suite 2  
Cambridge, MA 02138