



# OAKLAND PARKS AND RECREATION FOUNDATION

## **Office Manager**

Full-time, Exempt, Hybrid (Local)

**Salary Range:** \$70,000 - \$75,000

### **About Us:**

Founded in 1981, the Oakland Parks and Recreation Foundation (OPRF) partners with local communities and neighbors, civic and cultural leaders, donors, and the City of Oakland to support city parks and expand recreational opportunities citywide. OPRF works across four key program areas to support Oakland's parks, recreation, and public culture: public/private partnerships, fiscal sponsorship, advocacy, and scholarships.

### **Job Summary:**

The primary role of the Office Manager is to support all administrative tasks within the organization. This involves maintaining records of incoming and outgoing communications, including mail, email, phone calls, and inquiries.

This role is responsible for providing customer service and support, managing invoicing and accounts, and serving as a liaison between various stakeholders: OPRF stakeholders, the fiscal sponsor program, the city of Oakland, the board, staff, and the general public.

### **Responsibilities:**

#### **Communications**

- Respond to incoming email inquiries or direct them to appropriate staff.
- Manage incoming phone calls and return calls to better understand and resolve issues.
- Maintain the Organizational Calendar, coordinating internal meetings, board events, partner events, and volunteer opportunities.
- Distribute physical communications such as event flyers and meeting posters.
- Maintain online social media platforms for communications, campaign awareness calls for action, and meeting grant obligations.
- Manage the client database and draft announcements and workshop invitations.
- Make minor updates to our website.



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## **Office Management**

- Prepare documents and make copies for in-person meetings and workshops.
- Collect and distribute mail or scan it to the relevant parties.
- Assist in organizing logistics for board and staff meetings, including meals and Zoom invitations.
- Handle bank deposits for received checks.
- Manage annual local, state, and federal filings, collaborating with staff and the Executive Director on city tax, year-end thank-you notes, 1099 forms, and the annual report.
- Prepare payments for operational vendors and review/submit expense reports for staff.
- Oversee tech needs, including managing tech contractors and volunteers, and handling phones, website, and Google Workstation.
- Maintain the physical office space for remote staff and occasional visitors.

## **Programs**

- Provide support to the Fiscal Sponsor Clients by preparing check requests and scanning documents during designated office hours.
- Assist in grant preparation by supplying budgets and nonprofit documents.
- Occasionally participate in community events and networking events on behalf of the organization, shared with staff and the board.

## **Qualifications/Requirements:**

- 1-2 years of progressively responsible experience in a similar position.
- Experience in social media and other marketing skills.
- Familiarity with Salesforce or other Client Relationship Management (CRM) systems.
- Excellent written, verbal, and time management skills.
- Strong attention to detail, problem-solving, and planning abilities.
- Proficiency in Microsoft Office (Excel, Word), Google Suite, and QuickBooks.
- Experience working with nonprofit financial management and accounting.

## **Physical Demands and Environment:**

The employee is frequently required to stand, walk, sit, push, pull, reach, use manual dexterity, talk, hear, and perform repetitive motions. Periodically, the employee will be regularly required to lift 10-30 pounds. While performing the duties of this job, the employee frequently works in a climate-controlled office environment.



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**Join Our Team:** If you are an independent, collaborative, and organized individual with a passion for creating positive change through community development and green spaces, we invite you to apply for the Office Manager position at OPRF. Help us make a difference in Oakland and support the continued growth of our parks and recreation programs. Together, we can foster a more equitable and vibrant community for everyone.

[Oakland Parks and Recreation Foundation](#) is committed to fostering an inclusive and diverse workplace. We welcome and encourage applications from candidates with diverse backgrounds, experiences, and perspectives. As an equal opportunity employer, we will consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other legally protected status.

If you are interested in being considered for the position, please send a cover letter and resume via our [Application Link HERE](#).