



**VIOLENCE FREE**  
MINNESOTA

## **Office Manager**

**Reports to: Executive Director**

**Status: Full Time Exempt**

**Compensation includes:** Salary \$52,000-\$55,000, comprehensive medical and dental insurance coverage for employee and minor children, flexible work schedule, vacation and sick leave, opportunities for learning.

Violence Free Minnesota is seeking someone who is enthusiastic about stepping into a dynamic team. The successful candidate will keep our organizational values at the core of their work engaging in trauma-informed, culturally responsive ways that center accessibility, equity, and justice. The individual will ground their work in the experiences of survivors, and through a framework that recognizes the intersection of domestic violence and oppression based on identity and access to power. All staff are expected to participate in our internal work on racial equity and vision work.

## **Mission of Violence Free Minnesota**

To represent victim/survivors of relationship abuse and member programs; challenge systems and institutions; promote social change; and support, educate, and connect member programs.

[www.violencefreeminnesota.org](http://www.violencefreeminnesota.org)

## **Position Description**

The Office Manager maintains an orderly office so that the staff is able to meet the organization's mission and objectives. The Office Manager works with the Finance, Executive Director, and the Program staff team to support the operation of Violence Free Minnesota. The Office Manager efficiently organizes, coordinates, and maintains office systems and procedures to promote smooth operations in support of Violence Free Minnesota's mission and work. This position has primary responsibility for the organization's Human Resources, including overseeing all major functions of personnel recruitment, benefits, onboarding/offboarding, related insurance, and record keeping. The Office Manager also provides general administrative support to staff, regularly serving as liaison to visitors, vendors and community members.

## **Primary Duties and Responsibilities of Office Manager:**

1. Primary responsibility for maintaining and updating office information and operations procedures including: filing systems, managing all routine communication, administrative management of contracts, processing of checks, cash and invoices, maintaining office schedules, and assisting with logistics of program events as requested
2. Perform semi-monthly payroll duties, including issuing and collecting timesheets for all staff members, entering payroll online, ensuring that all data in the payroll software is current and correct, and submitting payroll so that employees are paid on time
3. Serves as coordinator of the organization's Human Resources and employee benefits, including overseeing all major functions of human resources, such as personnel recruitment, benefits, compensation, record keeping, compliance with federal/state requirements, and onboarding/offboarding
4. Assists with the negotiation, maintenance, smooth implementation of administrative contracts, and agreements and vendors relations



### Primary Duties and Responsibilities (continued)

5. Work with staff to create and maintain grant reporting calendar; communicate with accountant and executive director to make sure grant reporting deadlines are met
6. Serves as staff liaison with IT services, coordinating physical and software computer needs
7. Serves as the primary coordinator of the St. Paul site and administrative support of staff working remotely; including maintaining supplies, equipment, and other items needed for effective remote
8. Provides general administrative support to program staff, and logistical support to the Board of Directors; as well as assistance with organizational scheduling, correspondence, travel arrangements, and grants administrative management, and assist with audit preparation and implementation of audit recommendations
9. Works with all staff and Board to support and implement the vision, mission and values of VFMN
  - Works cooperatively with VFMN staff, Board, consultants and constituents
  - Participates in regular meetings with other staff
  - Promotes and addresses accessibility in programming and operations
  - Fosters a social change approach that centers anti-oppression and equity while working to end gender-based violence

### Desired Qualifications and Experience:

- An Associate's degree in administration, Human Resources, business or related field; OR
- At least three years of experience in administrative support, preferably in a non-profit setting
- Any combination of education, experience and measurable performance that demonstrates the capability to successfully perform the duties of this position
- Excellent customer service and communication skills
- Knowledge of correct spelling, punctuation and grammar; keen eye for proofreading
- High degree of dependability
- Organized, resourceful, efficient
- Comfortable with Microsoft Office products and Zoom
- Knowledge / understanding of issues surrounding domestic violence, sexual assault, trafficking
- Work and/or demonstrated life experience organizing and/or advocating within underrepresented communities
- Respect for confidentiality requirements

## Office Manager



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### Candidates should email the following as PDF attachments:

1. Cover letter
2. Resume detailing qualifications and experience
3. Three to five business references

**Survivors, women, Black, Indigenous, and other people of color (BIPOC), trans folks, LGBTQ+ individuals, and people with disabilities are highly encouraged to apply.**

Send application materials to [admin@vfmn.org](mailto:admin@vfmn.org).