
Agency Overview:

thread assists families in finding affordable, high-quality quality child care that meets their needs. We provide professional development, technical assistance, and financial support to early childhood educators and programs to ensure they are preparing children for lifelong success. By collaborating with communities and businesses, we work to achieve positive outcomes for families and young children through increased access to affordable, high-quality child care. We undertake research and advocate for child care policies. This work is guided by our core values of empowerment, access, child care professionalism, children's rights, and entrepreneurial incubator.

Specific Responsibilities:

The Office Manager is responsible for managing and implementing **thread's** administrative procedures and general office processes to ensure organizational effectiveness, efficiency, and safety. This includes the following:

1. Responsible for managing physical office services by ensuring office operations and procedures are organized, filing systems are planful and clear, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.
2. Point person for all **thread** orders including special orders such as shipping, supplies, equipment, and errands.
3. Organize and schedule meetings and appointments as needed.
4. Ensure notes are taken at all staff meetings and stored for future access. Send out PowerPoints and any additional information discussed at staff meetings.
5. Partner with HR:
 - a. New Employee equipment set up w/ IT vendor.
 - b. As first face of thread for employee office & equipment systems orientation.
 - c. For legal postings as required by law.
6. Organize office operations and procedures.
 - a. Set goals and deadlines for the department.
 - b. Create and implement P&Ps for office procedures.
7. Equipment Oversight:
 - a. Oversee purchase and leasing of all IT and office equipment, vendor negotiations, invoice reconciliation, and support process & procedure for staff success.
 - b. Create/maintain/manage inventory controls including equipment check in/out procedures, and support equipment replacement schedule with CAO.
 - c. Maintain memo for year-end for disposal/removal of equipment related to fixed assets.
8. Responsible for ongoing IT needs and communication w/ IT vendor, to include:
 - a. Moves, adds, changes.
 - b. Equipment & phone assignment.
 - c. Processing invoices.
9. Collaborate with CFO and CAO on the preparation of budgets related to the department.
10. Establish a historical reference for the office by outlining procedures for protection, retention, record disposal and retrieval as assigned.
11. Manage and support the Administrative Associate Position(s):
 - a. Train/manage front desk process and procedures.
 - b. Train/manage supply purchasing; inventory; distribution; storage; local vendor management as assigned, and invoice reconciliation.
12. Monitor the facility to ensure that it remains safe, secure, and well-maintained.

Updated: 03/2024

Office Manager Job Description



13. Lead the Safety Committee and maintain all safety equipment for statewide offices (i.e. fire extinguishers, AED's, first aid kits, etc.).
14. Point person for management and maintenance of the **thread** storage units.
15. Other duties as assigned.

Qualifications:

1. Associates degree required; bachelor's degree preferred.
2. Knowledge of office and business management systems, principles, and procedures.
3. Demonstrated experience with office management and/or administration.
4. Demonstrated skill in operating office machinery such as networked copiers, scanners, multi-phone line telephone systems, postage machines and other clerical equipment.
5. Demonstrated skill in operating in a PC environment with ability to train personnel.
6. Demonstrated fluencies in MS 365, SharePoint, Teams, Outlook, Word, Excel with ability to train personnel.
7. Excellent time management skills and ability to multi-task and prioritize work.
8. Excellent written and verbal communication skills with ability to remain calm and professional.
9. Ability to keep confidential information in the strictest confidence.
10. Attention to detail and problem-solving skills.
11. Strong organizational and project management skills.
12. Current driver's license is required, Alaska driver's license preferred.
13. Must pass background check and provide references and valid identification.

Key Competencies:

1. Passion and commitment to **thread's** mission and the importance of early childhood.
2. Proven customer service experience.
3. Strong interpersonal, organizational, and leadership skills required.
4. Strong analytical skills and attention to detail. Ability to analyze, problem solve, and make decisions.
5. Ability to work and communicate effectively and professionally with a diverse group of clients, and partners in a variety of settings to achieve goals.
6. Ability to use database systems (including **thread** specific) and other applications such as MS 365, SharePoint, Outlook, Word, Excel.
7. Flexibility and adaptability as organizational needs change.
8. Technical writing skills required.

Schedule and Compensation:

Position Hours: Monday-Friday, 9am-5pm

Location: 111 W 16th Ave, Anchorage, AK 99501

Position Type: Full-Time, 40 hours/week

Classification: Exempt, Permanent

Supervisor: CAO

Supervises: Administrative Associate(s)

Compensation: \$60,000 - \$64,000 annual salary

Benefits: 20 days of PTO (starting), paid holidays, 403b match, Employee Assistance Program (EAP), High-Deductible Health Plan with HSA option (employer contributes to HSA), Dental, Vision and Life. All premiums covered 100% for employee's health, dental, vision and life. Free thread services.

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Anchorage, AK 99501
907.265.3100
800.278.3723

Southeast Alaska
130 Seward Street, Suite 305
Juneau, AK 99801
907.265.3100
800.278.3723

Northern/Interior Alaska
1908 Old Pioneer Way
Fairbanks, AK 99709
Resources: 907.479.2214
Referrals: 800.278.3723

Child Care Assistance
1949 Gillam Way, Suite G
Fairbanks, AK 99701
907.265.3100
855.479.2212