



**Position Description**

<b>POSITION</b>	<b>Office Administrator</b>		
<b>REPORTS TO</b>	Megan Owens, Executive Director		
<b>TYPE OF POSITION</b>	Administrative	Part-time: appx. 20 hours/week, mostly during business hours	Paid position: \$15-20/hour, dependent on experience
<b>Accepting applications</b>	December 5 - 29, 2014		
<b>GENERAL DESCRIPTION</b>			
<p>Transportation Riders United (TRU) is a 501(3)(c) nonprofit organization founded in 1999 and dedicated to improving public transit throughout greater Detroit.</p> <p>We are seeking a highly-organized person with substantial office management experience to enable smooth daily operations of our small downtown Detroit office.</p>			
<b>PRIMARY RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Maintain office environment, equipment, supplies and systems <ul style="list-style-type: none"> <li>○ Keep office clean and organized</li> <li>○ Order and organize office supplies</li> <li>○ Ensure that office equipment and technology is maintained</li> <li>○ Coordinate with building management, security, maintenance, and cleaning personnel</li> </ul> </li> <li>• Manage incoming communications, including calls, mail, email, and office visitors <ul style="list-style-type: none"> <li>○ Promptly address, recycle, or forward incoming communications as appropriate</li> </ul> </li> <li>• Assist with external communications <ul style="list-style-type: none"> <li>○ Manage mailings and other communications to donors, Board members and others</li> <li>○ Update website and other online communications</li> </ul> </li> <li>• File management and recordkeeping <ul style="list-style-type: none"> <li>○ Update and maintain organizational records, including computer and paper databases and files</li> <li>○ Maintain adequate copies of TRU advocacy and resource materials</li> </ul> </li> <li>• Support staff activities, including maintaining shared calendar and preparing staff meeting minutes</li> <li>• Manage meetings logistics for Board, member and other key meetings <ul style="list-style-type: none"> <li>○ Reserve and prepare meeting space; order food and supplies; and handle other logistics</li> <li>○ Manage invitations and RSVPs</li> </ul> </li> <li>• Facilitate and oversee office volunteers to assist with mailings, filing, and other basic office tasks</li> <li>• Other tasks as needed to support and improve effective organization functioning</li> </ul>			

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**REQUIRED EXPERIENCE AND ABILITIES**

- At least two years demonstrated experience effectively managing an office
- Excellent time management and project management skills. Able to effectively organize and prioritize workload, reliably meeting deadlines and goals
- Very good record-keeping, database management, and reporting skills
- Self-driven independent worker with strong problem solving and troubleshooting skills
- Good team player, able to effectively support others in the team
- Very good written and verbal communication skills, along with strong interpersonal skills
- Handle sensitive and confidential information appropriately
- Proven mastery of Microsoft Office applications (Word, Excel, Outlook, Power Point), Google Drive, and standard office equipment
- Can lift and carry up to 20 pounds
- High school diploma or GED required

**DESIRED EXPERIENCE AND ABILITIES**

- Advanced computer and social media expertise
- Prior experience with nonprofit advocacy organizations
- Familiar with public transit providers, plans and projects in southeast Michigan
- Familiar with community-based and business organizations in southeast Michigan
- College degree desired

**TO APPLY**, submit a resume and cover letter to Ruth Johnson at [Info@DetroitTransit.org](mailto:Info@DetroitTransit.org) by December 29 with Office Manager Application in the subject. Interviews will be held January 7-12.

References, background check, writing sample, and in-office testing of required skills will be required.

FOR OFFICE USE ONLY

Posted Date: 12/4/2014

Close Date: 12/29/2014

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