

Lopez Island Home & Hospice Support
Office Manager Job Description

Lopez Island Home & Hospice Support, a skilled volunteer organization, provides home and hospice support services and resources to the Lopez Island community experiencing illness, injury, and/or loss.

Reports to: LIHHS Board Executive Committee

Administrative position, part-time (16-20 hours per week)

Qualifications and Required Skills

Strong written and oral communication skills.

Strong technical skills with working knowledge and experience with Mac platform, MS Word, MS Excel, Quick Books online, Google Docs, Zoom and WordPress web design.

Graphic Design skills, including working knowledge of Canva & InDesign.

Ability to learn new technology.

Duties to include, but not limited to:

Create a warm and welcoming environment for all who visit the office.

Maintain confidentiality.

Set, staff, and communicate regular office business hours and coordinate coverage with the Client Services Manager (CSM).

Answer phones, respond to LIHHS email, and route messages as needed.

Coordinate office calendar for meetings and use of meeting rooms.

Provide clerical support to board members and Committees, including scheduling, (virtual or in person), distributing reports and taking minutes if requested.

Schedule and attend annual meeting and monthly board meetings.

Maintain donor records (including use of Excel spread sheet, generating thank you letters for signature, and processing checks for treasurer).

Manage the Durable Medical Equipment shed and maintain program records.

Maintain and document policies and procedures.

Interface with LOHO to assure compliance with lease.

Maintain office supply inventory.

Create and update welcome packet and orientation for new board members.

Support CSM in developing and maintaining relationships with other local and

off-island organizations support of LIHHS's goals of meeting client needs.

Manage LIHHS communications:

Newsletter and programs

Design and place ads in newspaper

Update and maintain LIHHS website

Post on Lopez Rocks and social media

Assorted duties and support for fundraising events, including Jingle Mingle

Participate in Committees and assist with scheduling meetings

Maintain sponsor records, generate thank you letters, track sponsors.

Design and produce products for events (catalog, program, etc.)

Benefits:

Compensation starts at \$25-\$30 per hour depending on experience

Flexible working hours with a minimum of 16-20 hours per week

Paid sick leave and 10 federal holidays

To apply, send a cover letter and resume to recruiting@lihhs.org

Open until the position is filled. Applications reviewed on a rolling basis.