

The Tenant Resource Center is looking for a person who has great computer skills and experience with Microsoft Access and Excel and Page Maker as well as experience with light bookkeeping activities (Quickbooks) as well as some experience supervising others. Speaking a second language and experience with Dreamweaver a plus. The person will have to love deadlines, working in a sometimes chaotic environment in a small non-profit community office and the challenges of doing what ever needs to be done. If interested, send resume and cover letter by February 1 to:

Tenant Resource Center  
1202 Williamson Street, Suite A  
Madison, Wisconsin 53703  
Phone (608) 257-0143 Fax (608) 286-0804  
[office@tenantresourcecenter.org](mailto:office@tenantresourcecenter.org)

#### Office Manager Job Description

Position: Office Manager

Hours: Full-time, salaried, limited evening/weekend work required.

Benefits: 18 paid personal/vacation days annually, plus paid holidays, Health, Vision and Dental Insurance

Salary: Equivalent of \$13/hour or \$27,080 annually

#### Job Duties:

1. Weekly Housing Vacancy List
2. Supervising Office Volunteers
3. Coordinating or performing receptionist duties
4. Assisting in meeting deadlines and doing reports for funders.
5. Data entry and working with databases
6. Word processing and desktop publishing
7. Light Bookkeeping
8. Setting up seminars and assisting with fundraising events
9. Bulk Mailings
10. Processing book orders, filing and other office duties
11. Light office cleaning and responsibility for office organization
12. Other duties as assigned by the Executive Director

#### Qualifications:

1. Good organizational skills and ability to work independently with close attention to details.
2. Good oral and written communication skills, including pleasant phone manner.
3. Commitment to a small non-profit organization.
4. Ability to handle shifting priorities and multiple deadlines.
5. Ability to have a flexible schedule
6. Creative thinking skills including ability to respond quickly and creatively to daily activities.
7. Supervisory experience
8. Ability to work well with people of diverse racial/ethnic, socio-economic and educational backgrounds