

Vacancy Announcement

Office Manager- Full or Part Time

- Fast growing and needy community organization
- A local organization with global clients

The Mutual Assistance Association for the Ethiopian Community Inc. (MAAEC) is a fast growing, non-profit and community-oriented Association.

We need an office manager with skills, experience and savvy to be the back bone of day-to-day operations of MAAEC

To thrive in this role, you will need to love variety, work independently, communicate well and be super organized. We are looking for a motivated individual with a proven track record in office administration and a community-oriented public service.

The right candidate will play an integral part in the future expansion of our organization. This is a unique opportunity and the role design can be flexible to fit the strengths and interests of the right candidate (including the days and hours to be worked).

❖ Key responsibilities involve but are not limited to:

1. Plan, organize, coordinate and manage the day-to-day activities of the MAAEC office and its sub-committees.
2. Developing proposals and soliciting funds from other agencies to implement various programs of MAAEC Board necessary for the community.
3. Setting up systems and procedures for the community office as required
4. Dealing with any queries via phone, e-mail and general correspondence to execute the functions of the office.
5. Managing membership invoices and accounts payable as directed by the MAAEC Board.
6. Acting as a non-voting member and permanent secretary for the MAAEC Board.
7. Dealing with ad-hoc and project works as directed by the MAAEC Board.

❖ You will need:

1. To have a bachelor's degree in management or any other related subjects with 5 years experience.
2. Experience in planning and implementing projects
3. Strong business and administrative knowledge
4. Strong desire to serve the community in a friendly and professional manner
5. Strong integrity and work ethics.
6. To be a member of MAAEC as will be specified by the Board.
7. To maintain confidentiality of office activities and sensitive issues in the community.

The diversity of this role means you will be involved in many aspects of the Community and will be a key part of the small MAAEC Board.

If you are the right person for us, please apply, including a resume and a one page cover letter telling us why you would be perfect for the job before 2/28/2009.

Benefits and working conditions are negotiable.

For further information, please contact At Teferwork Assefa @214-682-3929.