

Posting Information

Position Title: Office Manager

Position Type: Full Time Employment

Position Location: Alpharetta, GA

Position Pay: \$40,000 – 48,750 DOE

Hiring Manager: Abe Young | hr@youniquefoundation.org | 385.345.4556

Mission

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources.

We empower parents and caregivers to protect children from sexual abuse through education and online resources.

We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

Qualifications

We are seeking an office manager to oversee: 1) compliance with HR policies and procedures, 2) basic financial accounting or bookkeeping, 3) vendor relationships, and 4) office coordination with the Foundation home office.

Educational/Professional Requirements

- A Bachelor's Degree or Equivalent Work Experience

Experience Requirements

- 5 years in an HR or Office Manager (with HR oversight) role that includes managing or leading a team
- Bookkeeping / accounting experience
- Non-Profit and/or Healthcare experience is a plus

Responsibilities

- Ensure adherence to human resource, finance, and other Foundation policies, industry best practices, and regulatory requirements.
- Assist with financial accounting and reporting to the Foundation's corporate office.
- Provide/oversee administrative assistant services for clinical services and operations teams.
- Provide physical and phone reception for the Foundation.
- Build a partnership network with vendors who can service the Foundation.
- Lobby for competitive rates from all vendors and oversee vendor agreements as needed.