

Posting Information

Position Title: Office Manager

Position Type: Full Time Employment

Position Location: Alpharetta, GA

Position Pay: \$50,000 – \$55,000 DOE

Hiring Manager: Abe Young | hr@youniquefoundation.org | 385.256.9573

Mission

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

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

We advocate for open discussions about sexual abuse through community dialogue and social awareness.

Qualifications

We are seeking an office manager to: (1) act as the office coordination point with the Foundation home office in Utah, (2) assist with human resource initiatives as directed by the HR Manager, (3) maintain routine office operations and provide support for Foundation programs, and (4) assist with basic financial accounting and bookkeeping.

Educational/Professional Requirements

- A Bachelor's Degree or Equivalent Work Experience

Experience Requirements

- 3 years Office Manager role that includes managing or leading a team
- 3 years experience in a Human Resources generalist capacity
- Bookkeeping / accounting experience is a plus
- NetSuite GL experience is a plus
- Non-Profit experience is a plus

Responsibilities

- Provide physical and phone reception for the Foundation.
- Advocate for and ensure adherence to human resource, finance, and other Foundation policies, industry best practices, and regulatory requirements.
- Provide administrative support for Foundation staff.
- Build a partnership network with vendors who can service the Foundation.
- Lobby for competitive rates from vendors and oversee vendor agreements as needed.
- Support with financial accounting and reporting.