



## Leadership Oakland Job Posting – Office Administrator

**Job Title:** Office Administrator  
**Location:** 1500 University Drive, Suite 203, Auburn Hills, MI 48326  
**Position:** Part-time (20-25 hours/week, flexible work schedule)

Leadership Oakland seeks an addition to our small but mighty team. If you are looking to work in a purpose-filled, highly productive, yet fun and flexible, environment, consider applying for our Office Administrator position.

Leadership Oakland is a financially stable, 501(c)(3) non-profit dedicated to bringing together leaders from across the region to develop and enhance personal, professional and community leadership skills.

Working directly with the Executive Director, Program Manager and Board of Directors, the Office Administrator will provide administrative, program and customer support to ensure the smooth operations of the organization.

### **Think this Might be the Job for You? Here's what you'd be doing:**

- Program support – Work directly with program applicants, participants, speakers, etc.; coordinate program materials; track tuition payments and attendance records, etc.
- Event coordination – Do the fun stuff of coordinating with various event venues, choosing food and beverages; managing registrations and confirmations; invoicing and tracking payments; greeting guests at events, etc.
- Administrative support – Keep the office running smoothly by processing mail, ordering supplies, making sure we never run out of coffee (K-cups), water or Post-it notes.
- Financial Tracking – Coordinate with the Executive Director and accounting counsel to ensure bills get paid, credit card payments are tracked properly and bank deposits are made.
- Board liaison – Work directly with our fantastic Board, coordinating the quarterly meetings and ensuring members have all the information needed to make decisions.
- Work occasional early morning, evening and weekend hours, as events require – not many, but some.
- Plus, some other duties. We all jump in wherever needed to get things done!

### **Are You the Right Fit?**

- Do you have great interpersonal skills and a knack for communicating well with a variety of people?
- Are you organized and able to prioritize multiple tasks with a focus on high quality?
- Can you work on your own, as well as part of a highly efficient team?
- Are you someone who handles inevitable glitches with a “let’s figure out what needs to be done!” attitude?
- Do you have a strong desire to contribute to your community?
- Are you committed to learning new things?

### **Here's More About What We're Looking For ...**

- Minimum 2 years' experience in an administrative/operational role
- Proficient in Microsoft Office and database administration (CiviCRM, a plus)
- Education beyond high school diploma preferred (Certificate completion, Associate or Bachelor's degree)
- Able to lift up to 30 pounds occasionally

Interested candidates may email their resume and cover letter to Nancy Maurer, Executive Director, at [nmaurer@leadershipoakland.com](mailto:nmaurer@leadershipoakland.com).