

To apply, send letter and cover letter to careers@seethegirl.org, with subject line 'Office Specialist'

Delores Barr Weaver Policy Center Position Description

Position Title: Office Specialist

The Office Specialist maintains a welcoming atmosphere for guests and provides support to leadership and staff ensuring the day to day operations run smoothly to optimize daily functioning of the Policy Center.

Reports to: Chief Operating Officer

Essential Functions

- Handle requests & queries from the Leadership Team
- Support team members with administrative tasks as needed
- Answer calls to the Policy Center's main phone line during business hours and direct calls or take messages as appropriate
- Greet visitors to the Policy Center by welcoming them to the office, inquiring as to the nature of the visit, contacting the appropriate staff person, and guiding the visitor to the appropriate space
- Make meeting room reservations and prepare rooms for meetings
- Assist in assembly of meeting packets and communication materials
- Assist in the preparation of reports and executive printing requests
- Data entry support
- Write and distribute emails, letters and forms as assigned
- Make travel arrangements as assigned
- Set up and maintain automated phone messages and/or menus that will respond to phone calls when the office is closed
- Act as liaison to building management by submitting maintenance requests, attending building tenant meetings and sharing information with staff, coordinating key fob/parking/copier access requests, and arranging for use of loading dock and other building spaces as needed
- Keep inventory of supplies for office and programs and order supplies as needed
- Organize and maintain storage closet, lower level storage facility, and supply cabinets
- Organize and maintain Family Waiting Room, including coffee station
- Organize and maintain high top area and office supply counters
- Coordinate basic upkeep of Pink House, such as scheduling cleaning, landscaping, and/or maintenance services, making note of maintenance issues, maintaining a binder of Pink House procedures, organizing and maintaining Pink House storage closet, and stocking supplies as needed
- Coordinate staff needs with regard to desk space and equipment, including setting up desk space for new staff and specialized needs, arranging for moving furniture when needed, and providing information to leadership with regard to available space and equipment
- Maintain inventory of office equipment and furniture

- Assisting with IT help requests when users are not able to submit a ticket
- Basic troubleshooting on office equipment, such as changing toner in a printer

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles-Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces reflective practice
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, colleagues, and external partners, as appropriate

Individual:

- Ability to effectively and politely communicate over the phone and in person
- Proficiency with Microsoft Office and/or knowledge of equivalent applications
- Ability to multitask and prioritize projects according to organizational need
- Strong problem solving ability
- Working knowledge of office equipment
- Excellent organizational skills with attention to detail
- Ability to use discretion and maintain confidentiality
- Knowledge of or interest in learning about technology, risk management, and facilities operation

Required Education and Experience

- 2-3 years work experience

Preferred Education and Experience

- Experience in a professional office environment preferred

Travel

This position requires occasional travel throughout the Jacksonville metro area.

Work Environment/Physical Demands

This position primarily operates in an office environment, but may occasionally be asked to visit schools and community sites with varied levels of accessibility. This role routinely uses standard office equipment such as computers and phones and transports supplies such as books, art materials, and food.

Position Type/Expected Hours of Work

This is a full-time position. The nature of the work sometimes requires employee engagement outside of traditional office hours, including evenings and weekends.

Work Authorization/Screening Requirements

This employer participates in E-Verify. Upon offer and acceptance of employment, DBWPC will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.