



## Job Posting: *Office Manager*

The ACLU of Arizona works to advance equity and dismantle systemic injustice through legal action, policy advocacy, and mobilizing our communities to protect the civil rights, liberties, and dignity of all Arizonans.

### **Position Overview**

The Office Manager is responsible for ensuring the ACLU of Arizona staff and board of directors have the tools, support, and information they need to be wildly successful in achieving our mission. The Office Manager oversees smooth and efficient day-to-day operations of our offices. They are a highly collaborative and detail-oriented individual with excellent organizational skills. They possess a flexible mindset with the ability to work well with various departments and quickly pivot between projects.

The Office Manager plays an essential role in supporting a healthy, thriving organizational culture, and making sure that we make progress towards our goals internally and externally. As part of our mission to defend and advance the rights and dignity of Arizonans, we believe in creating a liberatory and healthy work environment where all staff can bring their full authentic selves to the table. At the foundation of it all, they should share in the mission, vision, and values of the ACLU of Arizona and want our committed staff and board to be supported in achieving our goals.

**Location:** Phoenix, Arizona. While most of the in-person job duties are conducted in the ACLU of Arizona's Phoenix office, the Office Manager is also responsible for management of the Tucson office and provides support for staff's remote workplaces.

**Compensation:** \$57,000 – \$79,000, commensurate with experience. This is a union position represented by NOLSW/UAW Local 2320. Compensation is determined by the collective bargaining agreement and follows a structured scale with regular step increases based on years of relevant experience.

**Deadline to Apply:** Priority deadline for applications is March 31, 2025.

**Supervision:** The Office Manager is part of the Administration Department and reports to the Director of Finance

**Classification:** Full-time, exempt

### **Position Responsibilities**

#### *Office Management and Organization*

- Ensure a tidy, organized, and welcoming work environment for the staff, volunteers, and other guests.

- Manage office supplies, inventory, and equipment, ensuring their availability and proper functioning or disposal.
- Provide staff with general IT support and assistance with the use of office equipment including troubleshooting, maintaining workstations, submitting IT tickets, and tech set-up.
- Manage digital and physical office file systems. Implement best practices and ensure compliance with policies for storage, archiving, records retention, and confidentiality.
- Serve as a primary resource for the public by answering and triaging all incoming calls and general email inquiries.
- Process incoming and outgoing mail and deliveries including maintaining postage accounts.
- Coordinate with vendors and contractors including property management, repair and janitorial services.
- Work with IT vendors to ensure the general day-to-day maintenance of the network, and compliance with tech policies and protocols.
- Provide logistical support for hosting in-office events, training, retreats, as well as in-person and virtual meetings.
- Assist staff with travel itineraries and logistics for ACLU related conferences and meetings as needed.

#### *Finance and Human Resources Support*

- Compile and prepare checks for deposits and invoices for payment for review and approval.
- Organize and manage files for consultant, contractor, and vendor contracts and activities.
- Provide support to ensure timely and accurate completion of finance reports and organizational forms for compliance.
- Coordinate and assist department directors with recruitment, hiring, staff and intern onboarding and orientation processes.
- Manage internal staff communications and information sharing including a centralized calendar for staff, distributing agendas for staff meetings, and compiling weekly and monthly staff reports.
- Other duties as assigned.

#### *Support for the Board of Directors*

- Work with the Executive Director to provide logistics support for ACLU of Arizona Board of Directors and committee meetings including managing meeting schedules and invites, compiling and distributing meeting materials, sending meeting notifications, and providing tech support. Attend Board meetings as needed.
- Provide administrative support for Board functions including assisting with new member orientation, maintaining Board contact information, and assisting with travel itineraries and logistics for ACLU related conferences and meetings as needed.

#### *Equity, Diversity, Inclusion and Belonging*

- Be an active contributor to the organization's efforts to think creatively, ambitiously, and openly about how we can better integrate equity, diversity, inclusion, and belonging into our day-to-day operations as well as our goals, plans, and work with volunteers, leaders, and partners.

#### **Qualifications**

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren't sure but are excited about the position, we encourage you to apply.

- Demonstrated commitment to civil rights, civil liberties, and the ACLU of Arizona's mission.
- 3-5 years of experience in office coordination or administrative support.
- Strong project management skills; highly organized and detail-oriented, ability to prioritize, consistently meet deadlines, and follow up on action items.
- Ability to work independently and collaborate with others as part of a team to produce excellent results.
- Strong proficiency with office technology and information systems, including databases, spreadsheets, and video conferencing; ability to troubleshoot and problem-solve technology issues.
- Experience operating behind the scenes to identify problems and needs while working collaboratively, creatively, and efficiently solve them.
- Demonstrated sound judgment and ability to exercise discretion with confidential and sensitive matters.
- Exceptional communication skills with an ability to engage and work with diverse groups of people in an open and respectful way.
- Experience in basic bookkeeping (QuickBooks), non-profit administration, and financial practices preferred.
- Proficiency in Spanish is preferred but not required.
- Commitment to building a healthy and collective work environment that reflects ACLU of Arizona values.
- Recognition that creativity, humor, and collaboration help strengthen our organization.

**Cultural Competencies:** Demonstrated awareness of one's own cultural identity, views about differences, and the ability to learn and build on varying cultural and community norms. A complex understanding of racial justice and the urgency of confronting institutional racism and inequity. Commitment to equity and inclusion as an organizational practice and culture. Proven history of working across lines of race, immigration status, ethnicity, language, class, gender, and other identities and experiences including record of arrest or conviction.

**Working Conditions:** The ACLU of Arizona offices are open between the hours of 9 a.m. and 5 p.m. The physical demands and work environment described below represent those required and encountered by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inputting information into a computer for extended periods of time.
- Periodically working extended hours, including some evenings, weekends, and holidays.
- Regular travel locally and in-state as needed.

### **Why work for the ACLU of Arizona?**

*Time off:* Staff get 15 vacation days their first three years; 20 days after four years. We observe 16 holidays, and all staff have 1 personal day off each month.

*Benefits package:* We cover 100% of health, vision, and dental insurance for employees and 50% for dependents. We provide life and disability insurance, as well as reimbursement for some out-of-pocket healthcare related expenses. Staff are reimbursed for cell phones and home internet.

*401k Plan:* We want you to be prepared for retirement! We match 100% of the first 1% of your salary deferred to your 401k, plus 50% of the next 5% of your salary contribution. And then, we contribute an additional 2% of your salary contribution each pay period.

*Commitment to our staff:* We invest in staff growth, professional development opportunities, and are committed to providing regular feedback and opportunities for advancement.

*Crystal clear focus:* Our team focuses on some of the most important and urgent issues of our times – from abortion rights, voting rights and democracy, LGBTQ+ rights, criminal legal reform, immigrants' rights, border justice, and racial justice.

*Our team is amazing:* You will be working with incredibly dedicated, smart, and caring people who know how to have fun while getting a lot done in a low-ego environment. In addition to your Arizona colleagues, you will become part of a national network of ACLU staff in all 50 states plus D.C. and Puerto Rico!

### **How to Apply:**

Email your resume, cover letter, and two professional references to [jobs@acluaz.org](mailto:jobs@acluaz.org). Include "Office Manager" in the subject line. In your cover letter, please tell us how you learned about the job, how your qualifications make you the right person for this job, and about your interest and experience with civil rights, liberties, and social justice. All attachments should be in Word or .pdf format.

No phone calls or walk-ins, please.

The ACLU of Arizona undertakes inclusive strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodation in the application process to contact [jobs@acluaz.org](mailto:jobs@acluaz.org).

### **Deadline: Applicants must apply by March 31, 2025**

The ACLU of Arizona is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.