**Job Title**  
Non-profit Office Manager (Part-time)

**Employer/ Agency**  
Scleroderma Foundation Texas Bluebonnet Chapter

**Job Description**  
The Office Manager is a part-time (24 hours per week) position which handles all administrative, financial, and support for volunteer board of directors. The Scleroderma Foundation is a 501(c)3 non-profit with a Texas Chapter serving people with scleroderma, their families and caregivers.

The office location is 110 Cypress Station Drive, Houston, Texas, 77090. Work from home is possible, with at least one day in the office a week during COVID-19. When in the office, the office manager will often be the only person in the office.

*Areas of Responsibility:*

Phone and email: Answer office phone calls, chapter emails which includes connecting patients and families with appropriate resources: online information, support group leaders, board of directors, etc.

Postal mail: Receive and process postal mail, packages, deliveries

Donor and Volunteer Thank You Letters: send thank you letters for donations using preformatted Word documents, and thank you to volunteers after patient education and fundraising events

Financial: Deposit checks received in office to bank account with copies of deposits to Chapter Treasurer, preparing financial check requests and expense reports, complete and accurate filing and keeping financial documentation and records

Office manager manual: Maintain the Texas Bluebonnet Chapter (TBC) Office Manager Manual with current instructions of tasks and responsibilities, TBC board and key volunteer contact list, maintain current system user id and passwords

Inventory: Maintain Scleroderma Foundation Texas inventory of brochures and promotional items in storage space and order when needed

Public Service Announcement’s - Send public service announcements to appropriate news media contacts for events / awareness month / etc.

Fundraisers: Assist Fundraising Chair and event coordinators to contact sponsors for fundraisers; acquire donated items from companies to be auctioned; help at the local event during registration, check-out, set-up, etc.

****May be asked to work at one fundraiser/education day that requires a paid overnight stay in a Texas city.

Social media: Coordination with Social Media Chair, Board of Directors, and other committee chairs to help promote national and chapter events on Facebook, Twitter, Instagram, etc.
**Patient education**: Assist Programs/Patient Education Chair with schedule, coordinating with physicians, lodging for speakers, ordering food for in person events, working with streaming media services.

**Chapter Newsletter**: Coordinate with Committee Chairs to acquire their content for monthly newsletter, assisting with Constant Contact and updating distribution lists with emails and addresses

**Other**: Other general administrative tasks as assigned

### Qualifications

- The ideal candidate would possess average to above average skills in the following areas:
  - Organization
  - Time management
  - Self-starter
  - Oral and written communication (Drafting thank you donation letters)
  - Microsoft Office Suite (Word, Excel, Outlook Email & Calendar, Teams)
  - Data entry (using Salesforce or Luminate online database tool)
  - Customer service (answering phones, talking to people about scleroderma and patient brochures)
  - Critical thinking

### Salary/Hours

- $13.50 to $15.00 per hour.
- 24 hours a week
- Days and times somewhat flexible. Currently Mon through Thursday, 9:00 a.m. to 3:00 p.m.

### Employer/Agency

- Scleroderma Foundation / Texas Bluebonnet Chapter

### Address

- 110 Cypress Station Drive, Suite 117
- Houston, TX 77090

### Contact Person

- Diane Lee

### Contact Title

- Chapter President

### Telephone Number

- 817-637-5485

### Fax Number

- 817-571-6563 (call in advance)

### Email Address

- dlee@scleroderma.org

### Application Method

- Email

### Opening Date

- 1/14/2021

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