

January 2022

Job Title: Office Manager

Organization Description:

The National Alliance on Mental Illness of Tarrant County (NAMI Tarrant County) is a 501(c)3 nonprofit organization founded by volunteers in 1984. NAMI Tarrant County is affiliated with the National Alliance on Mental Illness (NAMI) and there are 27 local NAMI affiliates throughout Texas. NAMI Tarrant County has nearly 100 members including individuals living with mental illness, family members, friends, and professionals. Its purpose is to help improve the lives of people affected by mental illness through education, support, and advocacy. NAMI Tarrant County offers a variety of education and support programs addressing the mental health needs of Texans and designed for individuals living with mental illness, family members, friends, professionals, other stakeholders and the community at large.

Job Description:

The Office Manager supports staff, provides general office management, as well as supports NAMI Tarrant County strategic plan, missions and values. Work involves a variety of administrative and office activities.

Responsibilities:

- Provide administrative support to the Executive Director, NAMI Walks Manager, Board of Directors, and other staff as requested by Executive Director.
- Secure speakers for Monthly General Meetings.
- Answer phones, provide information and referrals, as well as route callers to appropriate staff, or resources.
- Receive, organize, acts on incoming, outgoing mail and e-mail.
- Review online donation accounts. Enter donations into donor management system. Send donation acknowledgement letters.
- Assist with planning activities of NAMI Tarrant board meetings, and other events
- Order and maintain office supplies.
- Prepare correspondence, memos, tables, and reports.
- Set up and maintain office files.

Qualifications:

- Able to form and maintain effective working relationships.
- Possess effective written and verbal communication skills.
- Have strong knowledge of Microsoft Office applications.
- Prefer experience with Network for Good, QuickBooks, Google Suite, and donor management software.
- Capable of managing workload and exhibiting initiative.
- Able to deal with diverse and sometimes difficult customer demands.
- Show interest in the mission and vision of NAMI Tarrant County.

Education and/or experience:

- Working knowledge of the ability to interact with professionals, mental health stakeholders, leaders, individuals with mental illness and their family members.
- Minimum experience of at least one year in a similar position (preferred).
- Bilingual English / Spanish (preferred).
- Bachelor's degree (preferred).

Workplace benefits:

- Offices located in the West 7th area of central Fort Worth.
- Collaborative and positive team environment.
- Mileage reimbursement.

Worksite:

- NAMI Tarrant County Office (not virtual), Fort Worth, Texas.

Salary Range:

- Commensurate with experience and qualifications. Contract Employee – Part-Time position: 20HRS/WEEK (with possible hours increase depending upon performance and availability of funding).
- Bi-Annual bonus depending on performance.

Reports to: Executive Director

How to apply: We look forward to learning more about you! To apply, please send cover letter and resume to turquoise@namitarrant.org by January 17, 2022.