



Job Description: Office Manager

Position Title: Office Manager

Location: Arvada

Reports To: President

Position Type: Full-time

Salary: \$31.00 - \$34.00 per hour, commensurate with experience, and health insurance stipend

About Justice Necessary:

Justice Necessary is a Colorado nonprofit committed to tackling all forms of hygiene poverty.

Position Summary

The Office Manager plays a central role in ensuring the smooth daily operations of the organization. This position combines office management, executive assistant support, and administrative coordination to support leadership, staff, and programs. The Office Manager maintains efficient systems, manages essential administrative functions, and helps create a welcoming, organized, and mission-driven workplace.

Executive & Administrative Support

- Provide executive assistant support to the President, including calendar management, scheduling, and meeting coordination.
- Prepare agendas, record accurate meeting notes, and distribute follow-up action items.
- Prioritize communications and ensure timely responses.
- Maintain organized leadership files and organizational documentation.

Financial & Administrative Coordination

- Process bills, invoices, and payments in accordance with procedures.
- Track recurring expenses and maintain organized financial records.
- Coordinate with the CPA as needed.
- Prepare biweekly mileage and reimbursement reports for payroll processing.

Office Operations & Management

- Serve as the first point of contact for visitors, partners, and volunteers.
- Maintain an organized, efficient, and functional office environment.
- Monitor inventory and order office and program supplies.
- Coordinate office equipment maintenance and vendor services.

Board of Directors Support

- Coordinate Board and committee meeting schedules and logistics.
- Prepare and distribute Board packets and meeting materials.
- Record minutes and maintain official Board records.
- Track action items, deadlines, and Board member terms.
- Assist with onboarding new Board members and maintaining governance documentation.



Meetings & Communications

- Schedule and coordinate internal and external meetings.
- Prepare meeting materials and ensure spaces (physical or virtual) are ready.
- Record and distribute meeting notes and action steps.

Program & Organizational Support

- Provide administrative support for programs and events.
- Assist with logistics, supply preparation, and coordination.
- Maintain accurate program records and documentation.
- Support staff and volunteers with administrative needs.

General Office & Team Support

- Support day-to-day administrative needs across departments.
- Assist with onboarding logistics for staff and volunteers.
- Maintain shared calendars and organizational systems.
- Contribute to a collaborative, mission-driven workplace culture.

Qualifications

- 3+ years of administrative, office management, or executive assistant experience (nonprofit experience preferred)
- Strong organizational skills and attention to detail
- Ability to manage multiple priorities and maintain confidentiality
- Proficiency with Google Workspace and scheduling tools; project management software (e.g., Asana preferred), and virtual meeting platforms
- Experience with CRM systems
- Strong written and verbal communication skills
- Friendly, professional demeanor with strong interpersonal skills

Preferred Attributes

- Experience supporting nonprofit programs or community initiatives
- Ability to work independently and anticipate needs
- Proactive problem-solver with strong initiative
- Commitment to the mission and values of the organization

Work Environment & Physical Requirements

- Office-based
- This role requires consistent and reliable transportation to travel to partner locations and program sites.
- Occasional lifting of supplies (up to 25 lbs)
- May require occasional evening, weekend, or event support

Why Join Us?

This is a unique opportunity to bring your organizational expertise and commitment to community service to work that makes a tangible impact. As Office Manager, you will serve as the welcoming



face and operational hub of the organization—providing direct support to the President while assisting leadership, staff, and the Board, and connecting with volunteers, partners, and community members across Colorado. If you are a proactive communicator with strong attention to detail who thrives in a mission-driven environment, we would love to hear from you.

Application Process: To help us match the right skills with our mission, please share a resume, cover letter highlighting how your experience meets the qualifications listed, and references to Hiring@JusticeNecessary.org with the subject line: Office Manager. We are grateful for every applicant's interest, and will be in touch with those whose backgrounds align most closely with the role.

Equal Opportunity Employer: Justice Necessary is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.