



## Job Description Data and Office Manager: SBP Texas

<b>Job Title:</b>	Data and Office Manager	<b>Full-Time/ Part-Time:</b>	Full-Time
Division/ Department:	Administrative	Hourly/ Salary:	Salary
Salary/ Salary Range or Hourly Rate:	Commensurate with experience	Regular/ Temporary/ Per Diem:	Regular
Work Schedule:	Monday-Friday	Exempt/ Non-Exempt:	Exempt

### Company Overview:

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50 staff and 180 AmeriCorps members, SBP has rebuilt 1,200 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

### Job Summary:

The Administrative Assistant will be responsible for the administrative and project support for the Texas Executive Director. The ideal candidate must be a polished professional, have strong communication, and have interpersonal and organizational skills.

### Qualifications:

- Bachelor degree.
- Superior organizational skills and detail oriented.
- Exceptional written/verbal communication skills.
- Must be self-directed and work to achieve objectives with moderate oversight.
- Must be flexible, efficient and resourceful.
- Knowledge of Microsoft Word, Excel, Outlook and PowerPoint.
- Skilled in bookkeeping, Salesforce and office management.
- Valid driver's license and reliable transportation.
- Positive, solutions-oriented attitude and desire to achieve results for disaster impacted families.
- Strong passion for SBP's mission and work.
- Experience in record-keeping and administrative management preferred.

### Responsibilities:

#### Office Operations

- A. Responsible for data tracking and management in Salesforce.
- B. Ensure that recordkeeping for internal programs are compliant with SBP standards and wider funding requirements.



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- C. Assist with bookkeeping responsibilities including weekly deposits of received checks, petty cash balancing; scanning, collecting, and filing of accounting statements and reimbursements and sending to Senior Accountant. Ensure all invoices are properly coded and allocated to appropriate job.
- D. Assist with purchases as needed.
- E. Look for areas to reduce costs and suggest changes where cost savings are apparent.
- F. Deal with financial matters in a confidential, objective and professional manner.
- G. Provide excellent customer service for both internal and external contacts.

**Primary Relationships:**

This position reports to the Executive Director. This position works alongside 5 managers, including the AmeriCorps Program Manager, Client Services Manager, Project Manager, Development Manager and Volunteer Manager.

**Performance Expectations:**

The individual is expected to:

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions.
- Establish strong and appropriate relationships with Executive Director, staff, volunteers, and the general community.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Maintain a flexible work schedule.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.
- Provide effective leadership for staff and take full accountability for achieving departmental and organizational goals.

**To Apply:**

Submit a tailored cover letter, resume, three professional references and salary history to [txhiring@sbpusa.org](mailto:txhiring@sbpusa.org). We will follow up with qualified candidates- please no calls or emails after your submission.

*SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.*