

Title: Office Manager (Bilingual-Spanish)

Reports To: Executive Director

Job Status: Full-Time (37.5 hrs./week)

Salary: \$40,000

Last Update: June 1, 2021



About Durham Community Land Trustees, Inc.:

DCLT builds strong communities by developing, managing, and advocating for permanently affordable housing that offers Durham residents with low and moderate incomes a stable foundation for achieving

Job Description

Summary of Responsibilities:

The Office Manager is a full-time position under the direct supervision of the Executive Director. The Office Manager is responsible for being the first point of contact for DCLT; maintaining office functionality of DCLT Administrative offices; organizing events, producing materials for communications; and supporting DCLT Property Management functions.

Responsibilities include (abbreviated):

General Administrative Duties:

- Be first point of contact - able to provide fluent Spanish/English written and oral communication to visitors and residents.
- Answer phone and route calls to appropriate person.
- Open mail daily
- Provide organization and support for events, such as fundraisers and annual meeting

Property Management Support:

- Receive residents' requests for information and assistance, in English and Spanish, and fulfill (inquiries) or route appropriately
- Using on-line property management system, record and track service request fulfillment, following through to completion
- Safeguard and record incoming receipts of cash and checks, following proper accounting controls
- Keep resident information and contacts up to date

Communications and Development Support:

- Manage DCLT's website and social media presence (i.e. Wordpress, Facebook, Twitter, Newsletter).
- Write and edit quarterly newsletter, and resident communications.
- Maintain donor database, assist with campaign/fundraising events and mailings (
- Support correspondence to DCLT donors

Other tasks as assigned by the Executive Director.

Skills: Proficiency with word processing, data management and storage; IT troubleshooting; social media communication, website management

Education: Bachelor's degree or higher.

Experience/Other:

- Spanish language proficiency required, oral and written. Excellent written and verbal communication skills.
- Preferred candidates will also have experience with nonprofits, event planning and grant writing experience
- Extensive working knowledge of Microsoft Suite (Word, Excel, PowerPoint, Outlook, etc.)
- Resident of Durham or adjacent Cities preferred.
- Ability to work independently.
- Possess of pleasant personality and ability to work with a diverse group of people.