



JOB TITLE: Office Manager (part-time)

REPORTS TO: Board Chair

SUMMARY: Manage administrative and marketing functions to ensure smooth and efficient operations for the Irish Fair of Minnesota. This position works closely with the Board and Board Committee chairs and volunteers to ensure that the ongoing management and administrative functions of the Irish Fair are executed efficiently and accurately. At the time of our annual event, this position will coordinate efforts with the Event Manager and Board on specified areas.

PRIMARY RESPONSIBILITIES:

- Monitor mail, emails and telephone. Reply to inquiries in a timely and professional manner and elevate to designated Board contacts and Event Manager as needed.
- Provide support to the Treasurer for monthly accounts payable, receivable and accounting activities.
- Assist with coordinating marketing functions and requirements in conjunction with the Marketing committee and other volunteers.
- Organize office; including paper and electronic files and documents including scanning historical info into electronic files and organizing electronic folders.
- Develop and implement inventory management systems including beverages and other supplies for events, office supplies and place orders when necessary. This includes documenting warehouse inventory and partnering with the event manager and Fair area managers to ensure adequate inventory.
- Tracking and updating renewals of leases and service agreements for space, software, hardware and other ongoing support services.
- Social media monitoring and digital marketing support including website updates.
- For supporting events such as parades, other fairs, etc. complete applications and other paperwork as necessary.
- Work with Volunteer Committee to oversee and engage volunteers for events
- Support grant tracking and reporting.

- Fundraising support including generating lists for Board to write thank you letters and ensuring proper documentation is received.
- For any events, support contracting for performers, sponsors, vendors and ensure all documentation is complete and checks can be issued on a timely basis.
- Other duties as assigned

General Requirements

- Previous office experience with proficiency in MS Office Suite, QuickBooks, Google Drive and other technology tools
- Excellent organizational skills
- Highly effective written and verbal communication skills
- Aptitude in problem-solving
- Excellent customer service and responsiveness
- Dynamic, self-motivated with a positive, can-do attitude
- Works well as part of a team especially with a volunteer team environment and coordinating with the event manager.

Preferred

- Knowledge of and affinity for the Irish Community
- Non-profit experience