

## JOB ANNOUNCEMENT

# SHARE! Office Manager



The Office Manager oversees daily office operations, coordinating with multiple departments for the smooth operation of all SHARE! projects and locations, and being a vital part of SHARE!'s management team. The Office Manager must have extensive personal experience in self-help groups and passion for recovery.

### Responsibilities:

- Overseeing all phases of Accounts Payable and Receivable, including timely and accurate invoice and check preparation and mailing, contact billing, entering billing information into QuickBooks database and producing financial reports and analyses as required.
- Assisting the Executive Directors with budget development and strategic planning
- Administration of insurance policy renewals, non-profit tax returns, and compliance items, such as master contracts and funding requirements.
- Overseeing all aspects of facilities management, including security, building repair and maintenance, supply inventory.
- Supervising administrative staff doing miscellaneous on-going front-office administrative tasks such as contact billing, file maintenance, answering the telephone, monitoring mail, assisting with correspondence and mailings, greeting visitors and problem solving.
- Coordinating with all outside vendors and subcontractors.
- Creating and monitoring record-keeping systems
- Providing support in fundraising, event planning and outreach when needed.
- Supporting the Human Resources manager.
- Collaborating with the management team to further SHARE!'s mission, vision and values.

### Qualifications:

- Significant recovery experience
- 3 – 5 years of personal experience attending self-help support groups (12-Step groups or others)
- Minimum 1 year of sobriety/abstinence required if applicable, 2-5 years preferred
- Accounting knowledge
- 3-5 years previous experience in similar positions
- Demonstrated project management and supervisory experience
- Strong organization and time management skills, attention to detail and ability to prioritize duties
- Demonstrated experience writing and/or developing standard operating procedures
- Self-starter who can accomplish projects on a timely basis
- Excellent language skills, including reading, writing, listening and speaking
- Bachelor's Degree or above
- Computer skills including Microsoft Word, Excel and QuickbooksPro
- Experience with non-profit management and government contracts a plus

**TO APPLY:** Please send your resume and a cover letter detailing your passion for self-help support groups, your personal experience attending self-help support groups and why you want to work at SHARE!  
to: [jobs@shareselfhelp.org](mailto:jobs@shareselfhelp.org) or 6666 Green Valley Circle, Culver City, CA 90230 or FAX to (310) 846-4089.

*Disclaimer: the above statements are intended to describe the general nature and level of work being performed by people assigned to this job. All staff may be required to perform duties outside of their normal responsibilities from time to time as needed.*

# Jobs at SHARE!



If you love self-help support groups, are open-minded, willing to work hard and learn a lot, SHARE! is the right place to work. Working at SHARE! offer many opportunities to build community, inspire personal growth and change and connect people with self-help support groups, housing, jobs and volunteer opportunities. Self-help support groups of every kind, including 12-step groups, are at the heart of SHARE!'s work. Please read the [mission](#) for more information.

SHARE! is hiring for multiple positions at SHARE! Culver City, SHARE! Downtown, the SHARE! Recovery Retreat and SHARE! Collaborative Housing. The job descriptions at [shareselfhelp.org](http://shareselfhelp.org) describe some of the opportunities throughout. People at SHARE! are recovering from all kinds of difficulties including mental health issues; depression; divorce; health issues; bereavement; drug addiction; gambling; childhood trauma; alcoholism; sex addiction; codependency; anger, and many more.

**Compensation:** Commensurate with experience, plus generous health and dental benefits package, a Costco membership and a retirement savings plan. SHARE! has opportunities for mentorship and growth within the organization. It is a deeply rewarding and meaningful place to work.

SHARE! is an equal-opportunity employer. We value people who have turned their lives around after difficult circumstances including felony convictions, mental health challenges and other problems. SHARE! protects employee information. It is not shared or transferred to any other parties, including those outside the U.S. or its territories.

## SHARE! VOUNTEER-TO-JOB PROGRAM

SHARE! Volunteer-to-Job Program gives anyone a meaningful job at SHARE!—no matter how limited their skills or debilitating their symptoms. SHARE! trains and encourages our Volunteer-to-Jobs participants until they develop the skills and confidence to obtain competitive jobs either at SHARE! or in the community. SHARE! volunteers often receive recommendations and references which are key to landing paid positions elsewhere.

For more information or to schedule an interview for the Volunteer-to-Jobs Program, call toll-free at 1-877-SHARE-49 or (310) 846-5270.

For more information about SHARE!, please see [www.shareselfhelp.org](http://www.shareselfhelp.org)



SHARE! Culver City



SHARE! Collaborative Housing



SHARE! Downtown



SHARE! Recovery Retreat