



**Position:** Office Manager, First Tee – Metro Atlanta

**Organization:** First Tee – Metro Atlanta has been creating experiences that build character and empower kids through a lifetime of challenges and continuous personal growth. By integrating the game of golf with a life skills curriculum, First Tee – Metro Atlanta creates active learning experiences that foster inner strength, self-confidence, and resilience in youth. These character-building programs are offered at golf courses, schools, and youth centers in the community.

**Position Summary:** Office Manager in First Tee of Metro Atlanta is a professional who is responsible for overseeing and coordinating the administrative tasks and functions of the office. They are responsible for managing office staff in conjunction with the Executive Director (ED), overseeing the day-to-day operations of the office, and ensuring that the office runs smoothly and efficiently. They may also be responsible for budgeting and financial management, as well as implementing and maintaining office policies and procedures. Office Managers must have strong leadership and management skills, as well as the ability to multitask and prioritize effectively. They must have a thorough understanding of office administration and be able to effectively communicate with staff, clients, and other stakeholders. They must also have strong problem-solving and decision-making skills to quickly and effectively resolve any issues that may arise in the office. In addition to their responsibilities in the office, Office Managers may also be responsible for coordinating and overseeing special projects, and representing the office in meetings and other external events. The Officer Manager will play a crucial role in supporting the internal functions and day-to-day operations of the organization. This position requires a well-rounded individual with strong administrative, organizational, and leadership skills. The ideal candidate will have experience managing office procedures, coordinating events, and supporting both executive leadership and the organization's various departments. Additionally, the Office Manager will provide essential bookkeeping support and manage various stakeholder relationships, donor databases, and key organizational materials. Proficiency in office software, especially Microsoft Office Suite and Google Suite, is essential, as is a commitment to First Tee – Metro Atlanta's mission. The Office Manager will report directly to the Executive Director and will provide executive support, drive organizational success through effective office management, and assist the development team in enhancing brand awareness.

*Key Criteria for Success in the Role:*

- Efficiently manage a variety of administrative tasks, including scheduling, document management, and correspondence, with a strong attention to detail.
- Effectively manage the financial records with an emphasis on accurate and timely revenue and expense tracking
- Demonstrate strong organizational skills to maintain files, office supplies, and databases.
- Collaborate effectively with all team members, demonstrating strong interpersonal communication and cooperation.
- Uphold confidentiality and discretion when handling sensitive information.



## Responsibilities:

### 1. Administrative Support:

- Provide executive-level support to the Executive Director, including scheduling meetings, managing calendars, and arranging travel.
- Assist with HR-related tasks such as maintaining employee records, processing payroll, and arranging interviews.
- Coordinate meetings, conferences, and special events; assist with preparing and distributing meeting materials.
- Draft and proofread correspondence, reports, presentations, and other documents.
- Serve as the liaison between departments to ensure clear communication and progress on organizational goals.

### 2. Bookkeeping/Accounting & Financial Management:

- Maintain accurate financial records using accounting software (e.g., QuickBooks).
- Process accounts payable and accounts receivable, reconciling bank and credit card statements.
- Prepare and distribute financial reports for management review.
- Assist with office budgets, processing purchase orders, expense reports, and invoices.

### 3. Office Management:

- Oversee office operations, ensuring that the office functions efficiently and remains organized.
- Manage office supplies, coordinate maintenance and repairs for office equipment, and negotiate vendor contracts.
- Maintain office leases and vendor relationships, ensuring competitive pricing.
- Manage and maintain accurate databases, including donor and constituent information.
- Greet visitors, answer phones, and manage incoming/outgoing mail.

### 4. Communication & Collaboration:

- Serve as a point of contact for internal and external stakeholders, ensuring effective communication.
- Work with department heads, including the Development Director, to increase brand awareness through press outreach and marketing activities.
- Coordinate the production of program-related print and web materials for external audiences.

*Other duties as assigned by the Executive Director.*

## Qualifications:

Expected qualifications include, but are not limited to:

- Bachelor's degree in business administration or related field
- Experience in a fast-paced, dynamic work environment
- Knowledge of accounting principles and financial management
- Excellent problem-solving and critical thinking skills
- Positive attitude and a proactive approach to work
- Minimum of 2 years of experience in an office management role



- Proven ability to manage and prioritize multiple tasks
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and Google Suite
- Strong attention to detail and accuracy in work
- Ability to work independently and as part of a team

**Compensation:** Compensation will be commensurate with experience. Benefits for this Full-Time Position Include:

- Health insurance coverage
- Paid time off and holidays
- Professional development opportunities

**To Apply:** Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to [HRDept@thefirstteeatlanta.org](mailto:HRDept@thefirstteeatlanta.org).

Closing date for this position is 03/14/2025. First Tee — Metro Atlanta has the right to accelerate or extend the closing date of this position at any time.