

320 E Gutierrez Street  
Santa Barbara, CA 93101  
[www.unitedwaysb.org](http://www.unitedwaysb.org)

**Position:** Office Administrator  
**Organization:** United Way of Santa Barbara County  
**Duration:** Full Time – 40Hrs/Week  
**Location:** 320 E Gutierrez Street, Santa Barbara, CA (In-Office)  
**Reports to:** Manager of Marketing & Strategic Development

### **Position Overview: Office Manager**

United Way of Santa Barbara County's Office Administrator will be responsible for coordinating daily office operations and logistics, including intake of clients and reception, office supplies and inventory, administration and Human Resources support, office upkeep and maintenance, and support for vendor relations in marketing and communications. The Office Administrator will also be responsible for assisting as needed with logistics for various United Way events and community engagement opportunities and programs.

### **Key Responsibilities:**

- Office Operations:
  - Facilitate onsite intake of clients, daily phone calls, and general organization emails for community questions and inquiries.
  - Field and distribute relevant questions and requests to internal department and program leads in line with established program policies and procedures.
  - Coordinate daily tasks and operations with UWSBC Office Assistant.
  - Assist as needed in maintaining office supplies and inventory, including standard office supplies, printer ink and materials, and items requested for the contracted cleaning crew.
  - Field staff supply requests and manage purchase orders in line with UWSBC policy.
  - Supervise office printers and technology to ensure that all is functioning, stocked, and operational. Coordinate repairs with contracted providers when necessary.
  - Maintain office supply and technology inventory tracking and compile annual usage reports (supplies, paper, printer, etc.).
  - Assist as needed in maintaining office common areas, including staff and volunteer kitchens, breakrooms, making sure provided materials are stocked and organized, including drinks, coffee, and snacks for visitors and meetings.
  - Assist with the coordination and setup of meetings held at the United Way office, including ensuring that food and beverages (as needed) are stocked and prepared, the office space is clean, and parking lot cleared (as needed).
  - Manage staff birthday and anniversary acknowledgements and celebrations and work with United Way's HR team to confidentially maintain accurate staff birthday and anniversary records, update monthly the Events & Marketing calendar, and manage monthly birthday celebrations.
  - Assist with day-to-day internal office technology inventory and tracking, including updating check-out sheets and equipment.
  - Receive and report all technology concerns and issues to United Way's contracted technology service provider. Assist in troubleshooting and coordinating access for staff with providers and technicians when necessary.

- Prepare workspaces for new staff members, including cleaning and organizing desk areas and coordinating a full technology equipment setup (computer, monitors, cameras, etc).
  - As needed, update and distribute various staff resources and contact lists, including staff extension lists, the annual holiday calendar, and other all-staff documents.
  - Assist Manager of Marketing & Strategic Development with maintaining and processing service contracts, invoices, and other external vendor relations.
  - Assist UWSBC CFO in distributing annual, required trainings, coordinating mandated presentations from vendors, etc.
  - Act as UWSBC's internal Safety Officer, maintaining up to date safety plans, postings, and facilitate annual safety trainings and reviews as appropriate.
  - Other duties as assigned.
- Development & Communications:
    - Maintain accurate and current general information on UWSBC's website, coordinating with internal departments and the external web vendor. Maintain UWSBC domain and service contracts, including facilitating annual reviews of service and security updates.
    - Under the direction of the Manager of Marketing & Strategic Development, assist with backend logistics for various development & communications tasks, including direct mail and appeals, mailings, and flyers.
    - Ensure an adequate supply of all standard UWSBC letterhead, brochures, Thank You and Birthday cards, and additional collateral are available. Collaborate with all departments to project and plan for annual collateral orders.
    - Store and inventory United Way posters, A-frame stands, and other signage and communications materials.
    - Other duties as assigned.
  - Events
    - Assist as needed with backend logistics for all United Way events and community engagement opportunities and programs.
    - Assist onsite at various events with event check-in, logistics, and clean up.
    - Plan, coordinate, and implement annual UWSBC holiday party, Summer BBQ, staff events, and other internal activities throughout the year.

**Qualifications:**

- Bachelor's degree in related field required.
- Three (3)+ years of experience in office administration, inventory, and supply management preferred.
- Strong attention to detail in a fast-paced environment.
- Strong understanding of inventory management, supply budgets, and coordination.
- Good communication and interpersonal skills, with the ability to engage and inspire stakeholders at all levels when needed.
- Passion for the organization's mission and a strong commitment to community-driven impact.

**Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.*

**About United Way of Santa Barbara County:**

Since 1923, United Way of Santa Barbara County has been a key leader in local efforts to empower children, families, and communities through its own unique collaborative programs and initiatives, partnership convening efforts, volunteer development, and funding. United Way’s mission is to enrich the lives of children and families and build resilient communities by leading local programs and partnerships that improve school readiness and academic achievement, financial empowerment, and crisis response and recovery. To learn more, please visit [unitedwaysb.org](http://unitedwaysb.org).

**Core Competencies**

<b>Mission-Focused</b>	All United Way employees recognize that the organization’s top priority is to create real social change that improves lives and changes community conditions. This drives their performance and motivations.
<b>Relationship-Oriented</b>	All United Way employees are responsible for cultivating and managing relationships, fostering an atmosphere of trust, while taking a collaborative approach to addressing issues.
<b>Results-Driven</b>	All United Way employees are accountable for achieving individual performance goals in support of organizational goals.
<b>Brand-Steward</b>	All United Way employees are stewards of the brand and understand their role in protecting the reputation of the organization.
<b>Continuous Learning</b>	All United Way employees demonstrate a desire to acquire knowledge, skills, and abilities necessary to perform effectively.
<b>Critical Thinking</b>	All United Way employees use critical thinking skills to solve problems through basic research, analysis, and interpretation.
<b>Professional Behavior</b>	All United Way employees conduct themselves in a professional manner and follow organizational guidelines and standards.

*United Way of Santa Barbara County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

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Employee \_\_\_\_\_ Date \_\_\_\_\_

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President & CEO \_\_\_\_\_ Date \_\_\_\_\_