



## Office Manager

**Do you** have prior successful experience as an office administrator or operations manager? A successful track record developing, implementing, and managing processes and procedures? Ability to set and manage to standards for response time to members' requests? Strong management and leadership skills and experience? If so, we'd love to hear from you.

The **Office Manager** manages the infrastructure of Walnut Creek Village.

### Location of Work

WCV uses a "Virtual Office" for operations. The **Office Manager** will work at home or other location of his/her choice and attend meetings and events in the Walnut Creek area.

### Time Commitment

Estimated: 20 hours/month

### Responsibilities

- Develop, manage and maintain office policies and procedures
- Manage Human Resources: Technical Specialist, Webmaster, Office Support Volunteers
- Manage all service requests from members

### Benefits

The **Office Manager** has a key role in keeping the Village running smoothly and sustaining its operation. The Village exists for the benefit of members. The **Office Manager** defines the service levels provided to members and ensures that they are met. This is an opportunity to continue to develop an outstanding support resource for members.

Reply to: [volunteer@walnutcreekvillage.org](mailto:volunteer@walnutcreekvillage.org)

Or call 925.956.1990