



TITLE Office Manager/HR Specialist

LOCATION Kalamazoo, Michigan

WORKS ALONGSIDE All Staff

DESCRIPTION

Requires a background in cultural competency, working in diverse communities, or a deep desire to learn. We create a decolonized workplace with minimal hierarchy. We emphasize professional development in self actualization and interpersonal growth. Family friendly and living wage workplace-ALWAYS.

QUALIFICATIONS

- Background in management, human resources and uplifting folx spirits
- Excellent and effective oral and written skills
- Ability and willingness to quickly learn
- Adaptable and Open mind/heart
- Anti-racist

DUTIES

These are summarized expectations, they are in no way your limitations and duties may expand as appropriate to the job title.

- File upkeep and management
- Supply upkeep-buying, organizing, maintaining
- Opening and closing checklists, studio rentals
- Point person for CFO-receipts, deposits to bank, grant organization
- Inventory of assets and merchandise
- Phone, Equipment and mail upkeep
- Staff evaluations, perks, time-off, well-being, orientation, incident reports, background checks
- Handbook, waivers, and general legal upkeep (will work closely with contracted lawyer)

PERKS

- Unlimited paid time off
- Technology stipend annually
- Professional, personal and wellness stipend annually

SALARY: 33k+ (25-30 HRS/Relative to experience) **ACCEPTING APPLICATIONS UNTIL JUNE 11TH**

HOW TO APPLY Women of color and LGBTQ+ folks are encouraged to apply. Send resume and cover letter to employment@rootead.org