



151 South Rose Street ☐ Suite 300
Kalamazoo ☐ Michigan ☐ 49007
Ph: (269) 250-5000 ☐ Fax: (269) 250-5049
KalamazooDefender.org

Office Manager

Salary Range: \$62,000 - \$71,300 (full-time)

Kalamazoo Defender is an independent non-profit organization that represents the adult indigent population charged with a crime within Kalamazoo County.

Kalamazoo Defender operates as a holistic public defender office, employing staff to help clients navigate an on-site Village of service agencies that support our clients' needs.

Our mission is rooted in the conviction that poverty and various forms of discrimination put our clients on inequitable footing within and beyond our criminal justice system. Our job is to be their compassionate and zealous defender in the face of these systemic barriers.

THE JOB:

Support the effectiveness and efficiency of the entire organization through accounts payable processing, facilities oversight, and inventory management. Provide support for office operations and work independently on projects, from beginning to end and handle a wide variety of tasks with an unwavering positive attitude, dedication to service, and a high degree of confidentiality. Report to the Director of Operations.

RESPONSIBILITIES:

- Receive, process and code incoming bills/accounts payable for payment approval through online billpay system; Manage an effective archive system for A/P record keeping;
- Secure petty cash and manage record keeping/accounting of spending.
- Oversee office supply inventory, ensuring all necessary supplies are on hand; Manage deliveries, schedules and relationships with vendors;
- Manage printing vendor relationships, including ordering stock forms and business cards;
- Develop and monitor budget for office supplies, ensuring stewardship of resources;
- Maintain vending machine operations and manage stock;
- Manage facilities including receiving and addressing maintenance requests and liaising with building management regarding custodial and other maintenance tasks.
- Facilitate the Safety Team, develop and implement processes and procedures to promote the safety of staff and visitors, monitor and facilitate staff safety training/compliance;
- Collaborate in support of client engagement, with a facilities management perspective;
- Assist with onboarding new staff, including orientation to the office space and facilities;
- Supervise the reception team and ensure adequate reception coverage, providing backup at the front desk as needed;
- Provide support to the Director of Operations and Human Resources Manager as needed, always maintaining a high degree of discretion and confidentiality;
- Perform other duties as assigned.



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QUALIFICATIONS:

- Strong commitment to Kalamazoo Defender's mission and values
- High levels of professionalism, collaboration, integrity, and compassion
- Outstanding organization and detail orientation
- Excellent verbal and written communication
- Experience with reception, especially a fast-paced front desk (preferred)
- Experience processing accounts payable (1+ years preferred)
- Experience supervising staff (2+ years preferred)
- Experience managing facilities, maintenance, or contracting vendors
- Expertise with MS Office (Outlook, Word, Excel, PowerPoint)
- Creative thinker who looks ahead – actively seeking opportunities and proposing solutions
- Skill in working effectively with a variety of individuals from diverse backgrounds
- Strong work tenure desired – two to five years of experience in office support or management role, preferably in nonprofit setting

BENEFITS:

- Competitive salary, excellent employer-paid health care coverage, generous retirement contributions, ample paid time off, and a supportive work environment.
- An opportunity to work within—and help define—a dynamic, innovative legal program, backed by a County capable of maximizing Kalamazoo Defender's mission.
- If you choose to enroll your children in Kalamazoo Public Schools, your children will have access to the Kalamazoo Promise, which provides free and reduced college tuition.

How to Apply:

Please send your resume, a cover letter, and your references to Jobs@KalamazooDefender.org or the following address by **FEBRUARY 11, 2024**:

Kalamazoo Defender
151 South Rose Street, Suite 300
Kalamazoo, MI 49007