



Office Manager

Full Time, Day Shift

Minimum Starting Salary: \$47,153 – Commensurate with experience

Do you have a passion for improving the health of individuals receiving behavioral health services? Would you like to be a valuable member of a diversity driven, mission-minded team that impacts our community? If so, we have an exciting opportunity for you to work as an **Office Manager!**

What You Will Be Doing

Working as an **Office Manager** you will provide supervision for assigned staff including hiring, training, monitoring, evaluating, and disciplining. This position will manage daily operations of office environment while also managing all the Youth and Family Department's needs including maintenance issues, health and safety concerns, building keys/access, etc. This position will schedule and delegate job assignments for support staff to accomplish necessary office operations.

What We Require

Associate's degree in business field strongly preferred, three years' experience in a comprehensive office environment required (i.e. building management for small repairs), supervisory experience is preferred, lived experiences with behavioral health issues are also desired. The ideal candidate will demonstrate advanced computer skills, including word processing, spreadsheets, database management and e-mail, excellent organization and communication skills, and the ability to manage multiple projects simultaneously. Preferred license: Valid Michigan Driver's Motor Vehicle Operator's License.

Why Work For ISK

Because we **make a difference** in the lives of the individuals we serve in the Kalamazoo community every day. You will have the opportunity to work with amazing co-workers in an environment that values **diversity**, inclusion, **work/life balance** and encourages ongoing education for professional development.

We also offer a competitive compensation and benefits package, with some of the **best retirement plans** in southwest Michigan. You will also enjoy **12 paid holidays, 23 days of PTO** and the opportunity to earn additional PTO hours for participating in our wellness program! Kalamazoo is the home of the Kalamazoo Promise!

Who We Are

Integrated Services of Kalamazoo (ISK) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. ISK works with youth, families, and adults with mental illnesses, intellectual and developmental disabilities, and substance use disorders to help them succeed. We provide welcoming and diverse community partnerships which collaborate and share resources to

support individuals and families to be successful and achieve their goals in a trauma-informed environment.

Come Join Us!

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are invited to apply. ISK is an equal opportunity employer that encourages diversity and inclusion among its workforce. ISK fomenta la diversidad y la inclusión.

We look forward to meeting you! Apply online at www.iskzoo.org/careers

Physical Requirements/Working Conditions:

Physical Efforts – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

Working Conditions – Office environment with noise from computers, copy machine, and telephones. Use of computer screen for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing computer screen. May be exposed to bloodborne pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required