



## JOB OPPORTUNITY

**Position:** HR & Office Manager  
**Department:** Administrative  
**Reports To:** Executive Director  
**Job Type:** Nonprofit Healthcare  
**Schedule:** Monday-Friday, 9 am-5:30 pm  
**Salary:** DOE  
**Location:** Atlanta, GA  
**Required Travel:** No  
**Relocation Covered:** No

**Status:** Open

**To Apply:** Send cover letter\*\* and resume in Word format to:  
**Email:** [humanresources@feministcenter.org](mailto:humanresources@feministcenter.org)  
**Fax:** 404-417-0878  
**Feminist Women's Health Center**  
**Attn: Human Resources**  
**1924 Cliff Valley Way, NE**  
**Atlanta, GA 30329**

**\*\*To be considered for this position, please include in your cover letter which position you are interested in applying for and a personal statement outlining your position on being pro-choice and why you would like to work for the Feminist Women's Health Center.**

*The Feminist Women's Health Center provides accessible, comprehensive gynecological healthcare to all who need it without judgment. As innovative healthcare leaders, we work collaboratively within our community and nationally to promote reproductive health, rights and justice. We advocate for wellness, uncensored health information and fair public policies by educating the larger community and empowering our clients to make their own decisions.*

This position will work closely with the Executive Directors, Board of Directors, management team and other administrative and clinic staff. The successful candidate will be a self starter who can work well independently while also demonstrating excellent organizational and leadership skills.

### **Responsibilities:**

- Provide administrative support to the Board of Directors, attending and taking minutes at all Board meetings and preparing manuals.
- Process all incoming donations and perform all data entry into the volunteer/donor database. Create thank you letters and run reports in Donor Perfect.
- Perform main reception duties for the administrative offices.
- Oversee budget and maintenance of office equipment, including multi-line phone system.
- Order and stock office supplies, special event materials and building and break room supplies.
- Sort and distribute mail and oversee outgoing mailings.
- Perform new employee orientations and OSHA trainings.

- Oversee recruitment, orientation and exit processes for staff.
- Oversee the Employee Assistance Program.
- Maintain personnel files of former employees and personnel database.
- Write and revise HR policies and procedures, keeping the organization compliant with current laws and keeping the HR Manual and Employee Guide up to date.
- Oversee scheduling of shared meeting spaces and some staff meetings.
- Manage use and recordkeeping of company credit card.

**Skills:**

- Extreme attention to detail.
- Excellent customer service, oral and written skills.
- Highly organized with a good understanding of office procedures.
- Use of computers and software such as Microsoft Word, Outlook and Donor Perfect.
- Good leadership skills and the ability to work independently as a self-starter.
- Flexibility, adaptability and ability to maintain a positive attitude in the workplace.
- Ability to practice effective time management.

**Requirements:**

- Pro-Choice
- Feminist, womanist or other similar viewpoints
- 3+ years of administrative experience

**Preferred Qualifications:**

- Bachelor's degree or equivalent office management experience