

Job Posting

Administrative Officer, Sociologists for Women in Society (Part-Time, 20 Hours a week)

Job Description

Position Overview:

Sociologists for Women in Society (SWS), a nonprofit organization, is currently seeking an experienced professional for the position of Administrative Officer. This part-time worker, who will work for and report to the Executive Officer will support the work of SWS and its feminist mission. The administrative officer (AO) will also work closely with elected officers, particularly the Treasurers. The applicant will be expected to have expertise in QuickBooks Online, accrual basis accounting, data management, website management, and Microsoft Office Suite. The applicant will also be expected to have effective communication skills and the ability to work with a wide range of constituents including members and vendors. The Executive Office is located in the Greater Hartford area.

Duties and Responsibilities:

- 1) Financial Management, Transactions and Bookkeeping with responsibility for overseeing (along with the Executive Officer) the financial operations of the organization including processing accounts receivable and accounts payable, tracking income and expenses in QuickBooks Online, and preparing monthly profit and loss statements.
- 2) Is responsible for the monitoring of savings and investment accounts, prepares quarterly reports, aids in contract negotiation, works with an independent contractor on an annual audit, prepares federal tax documents in consultation with our tax consultants who file taxes for SWS, ensures payment of contractors, creates budgets, and secures appropriate insurance and bonding.
- 3) Will assist in the management of the database of members with responsibility for sending annual membership renewal notices, creating annual membership forms, responding to member queries, managing annual elections, creating various membership reports, and providing administrative support to leaders, committee chairs, and chapters.
- 4) Will assist in the organization of biannual meetings to review contracts to secure the best arrangements for housing and food and to create the program and see it through to its publication.
- 5) Attends biannual conferences, is responsible for advance and on-site registration and assists with volunteer supervision at the on-site registration table.
- 6) Will assist in compiling and organizing post-meeting data and coordinating and managing member reimbursements.
- 7) Provides communications support to membership through carefully constructed individual emails to members, announcements, notices, and reports to the listservs.
- 8) Will assist in the production of the newsletter, *Network News* that will be published up to 4 times a year. Will provide support to the Executive Officer and

- Network News* Editor as needed.
- 9) Provides support to the editors of *Gender & Society* (our scholarly journal), *Network News* (our newsletter) in addition to our media specialist to make sure the website, Facebook, and Twitter feeds are complete and up to date.
 - 10) Manages all SWS listservs, records, and the website.
 - 11) Assists in the management of files and documents including the SWS Operations and Procedures Manual and is attentive to confidential information.
 - 12) Oversees supplies and maintenance of equipment.
 - 13) Will assist with miscellaneous job-related duties as assigned.

Required Qualifications and Skills:

- 1) Bachelor's degree or Associate's Degree from an accredited institution. This may be substituted for experience as long as the applicant holds a high school diploma or GED and has at least two years of experience in all of the following areas: (a) accounting and QuickBooks Online, (b) database management, and (c) website management.
- 2) QuickBooks Online expertise and an understanding of the principles of accrual basis accounting and nonprofit bookkeeping.
- 3) Experience effectively managing time, as evidenced by prior work history.
- 4) Experience working independently, as evidenced by prior work history.
- 5) Strong computer skills including experience with database management and Microsoft Office including: Excel, Word, Outlook, PowerPoint (and other presentation software), and Access) and the ability to adapt to the need for technological updates as they may arise.
- 6) Excellent interpersonal and written communication skills and the ability to interact with a wide range of constituencies as evidenced by application materials, work experience, and interview.
- 7) At least one year of professional administrative and financial management experience in a non-profit organization, small business, or academic setting.
- 8) Experience managing social media (e.g. Facebook, Twitter) and web content for an organization.
- 9) Experience producing professional reports and communications.
- 10) Experience planning and managing events such as conferences or large meetings.
- 11) Experience managing or supervising external contractors.
- 12) Ability to respect leadership from a variety of individuals and to support their decisions.
- 13) Ability to multi-task when necessary and to work efficiently and effectively to meet deadlines and to be organized to meet the pressing needs of the organization.
- 14) Respect for confidentiality in dealing with financial and personal information both of the organization, membership, and vendors.
- 15) Ability to keep a consistent work schedule to span the five-day workweek, to arrive promptly, and to leave as scheduled.
- 16) Ability to work well in a team environment.

- 17) Ability to maintain a positive attitude while at work and to discuss any challenges with the EO as they may arise.
- 18) Support for SWS' feminist mission.

Working Conditions and Physical Effort

- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Work is normally performed in a typical interior/office work environment.
- Some travel is required during Winter Conference and Summer Conference.

Salary: Commensurate with Experience; Minimum \$24,000

Contact Information for Applicant:

Dr. Barret Katuna, SWS Executive Officer: swseo.barretkatuna@outlook.com

Review Date: Review of applications begins immediately; open until filled.

Specific Detailed Application Instructions: A complete application will include a cover letter, resume, and contact information for 3 professional references uploaded as one document to the online application. Only complete applications will be considered. EO/AA.

SWS, established in 1969, is a nonprofit professional feminist organization, dedicated to feminist scholarship, leadership, and activism. For additional information about SWS, please visit the website: <http://socwomen.org>.