

Lakewold Gardens

MANAGER Job Description

Job Title: Manager, Lakewold Gardens

Department: Administrative

Reports To: Executive Director

FLSA Status: Exempt

Pay Scale: DOE

Summary: Oversee daily operations of Lakewold Gardens by providing assistance and coordination between departments including assistance to the Executive Director, board activities, publications, and special events planning. Helps to create and maintain favorable public image for the non-profit organization by performing the following duties:

Essential Duties and Responsibilities include the following:

- Provide support to the Executive Director in regard to furthering organizational mission.
- Maintain garden's web presence to include social media, business listings and website.
- Generate internal and external publications and determine distribution methods.
- Assist with hiring and onboarding new employees.
- Supervise and/or perform employee evaluations, disputes and disciplinary action as outlined in the handbook.
- Ensure effective communication between organization and staff to maintain and enhance culture.
- Ensures routine maintenance, troubleshooting and software upgrades on computers and peripherals.
- Work with appropriate staff to purchase and maintain supplies, and arrange for equipment maintenance, repair and replacement.
- Organize and maintain file system, and file correspondence and other records.
- Assist with creation and adherence to annual budget.
- Assist with processing payments and payroll, verify daily reconciliations and, if ED is not present, act as a signer on bank accounts.
- Compile and maintain detailed in-house calendar system.
- Other duties as assigned.

Supervisory Responsibilities: Directly supervises employees (including interns and volunteers). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

To perform the job successfully, an individual should demonstrate the following competencies:

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience: AA degree in management, HR, business or related field. HR experience preferred.

Reasoning Ability: Analyze and calculate situations in a professional manner.

Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office and online databases. Knowledge of Quickbooks and Adobe products is a plus.

Other Skill and Abilities: Operate office equipment. Have good communication skills, which could include email, phone and in person. Lift up to twenty-five pounds.

Flexible work schedule

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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