ALAMEDA COUNTY FAMILY JUSTICE CENTER
(Alameda County District Attorney’s Office)

Opened in 2005 the Alameda County Family Justice Center (ACFJC) helps victims of domestic violence, child abuse, elder and dependent adult abuse, sexual assault and exploitation, trafficking and stalking who historically often sought help from a fragmented, disjointed system of agencies offering related, but uncoordinated services. The ACFJC now serves as the heart of a comprehensive service delivery system made up of over 100 public and private agency partners throughout the Bay Area, providing a gateway to safety, healing, and empowerment for victims of abuse. We advocate for and construct a future where there is zero tolerance for domestic violence, child abuse, elder and dependent adult abuse, sexual assault and exploitation, trafficking and stalking.

Position: Office Manager

Overview: The ACFJC’s Office Manager conducts critical operational functions to ensure that the ACFJC runs smoothly, and that staff has the information, equipment, and resources needed to efficiently and effectively work toward our mission. The office manager is adept at leading and managing a variety of simultaneous projects, which require the particular talent of being able to communicate effectively with all levels of the organization as well as with onsite and offsite partners and key external stakeholders. The Office Manager, under the direct supervision of the ACFJC Executive Director, will work on-site at the ACFJC providing general office administration and support.

Skills & Abilities: A successful Office Manager is a very flexible person who can stay productive when the demands of work are pulling you in many different directions at once. They are at their best in dynamic situations and have the ability to perform professionally in a fast-paced environment with the grace and willingness to change direction when circumstances demand. They thrive in situations with many things going on at the same time.

A successful Office Manager is a self-starter, who when faced with a complex situation involving many factors, enjoys managing all variables and trying to figure out the best way to get things done. A successful Office Manager must be utterly dependable, have an excellent attendance record and understand the importance of being punctual. Attention to details is important but so is the ability to approach any task with a strong drive to understand the intention behind the data and enjoy helping to interpret it for others.

A successful Office Manager has strong communications skills which are necessary to effectively collaborate with a variety of people and organizations. This includes having a thorough knowledge of ACFJC’s Partner and community resources. She/he/they will be expected...
to demonstrate strong professional judgment, organization, professional etiquette, and have strong problem-solving skills.

Under the supervision and direction of the Executive Director, the Office Manager will perform the following job responsibilities.

Responsibilities:

- Compile and create monthly, quarterly, calendar year, fiscal year data reports and analysis of client demographic and services received for the following:
  - ACFJC Program Data for Client Access Log, Navigation, Women’s Empowerment Program, Youth Empowerment Program, KidZone
  - All Grants, Including XC, ICJR, LAV, XL
  - Research and collect data for use in grant applications, reports, and to respond to inquiries by county staff and community-based organizations
- Data collection and Reconciliation of Demographic Data from all ACFJC onsite Partners of clients and services.
- Maintain Efforts to Outcomes (ETO) Database and manage data accuracy for all ACFJC staff using ETO.
- Ongoing training for ACFJC staff regarding ETO Database and updates for data accuracy
- ACFJC Partner Rent Invoices and Monthly Rent Tracker
- Programs Budget Accounting- Youth Programs, Camp Hope, Housing & Essential Needs Fund
- New Employee and Volunteer Intern Orientation and Intake
- Direct support to Senior Management Staff
- Recruit ACFJC volunteers and interns; conduct interviews; coordinate background checks and fingerprinting, orientations and placement
- Under the direction of the Executive Director, keep partner and operation manuals current; prepare annual Partnership and Occupancy Agreements
- Coordinate ACFJC building maintenance requests with various county General Service Agency (GSA) departments
- Coordinate IT and communication maintenance requests with county ITD and communications departments
- Oversee front lobby operations
- Coordinating scheduling of onsite meeting spaces
- Manage the ACFJC’s phone directories and set-up for new staff/partners and distribute
- Maintain ACFJC copier, fax machine, postage meter and telephone system
- Order and manage office supplies for ACFJC Team and onsite District Attorney’s Office staff
- Oversee the sign-in/out of ACFJC projectors and laptops and other equipment
- Cover front desk as needed including breaks/lunch (KidZone when needed)
- Coordinate County-owned staff parking lot, including distributing monthly permits
- Organization of Time-Off/Vacation Requests
- Replenish forms for the team (room reservation forms, transportation forms, Navigator to Partner referrals and any other forms by the team inboxes)
• Tour Packets (maintain 50 tour packets ready for staff to use)

This position is not limited to the duties described above. This is not an exhaustive list of duties and responsibilities of this position. Duties and responsibilities may be changed, expanded, reduced, or deleted to meet the business needs of the ACFJC.

Requirements:

• BA or 2 years general office management experience
• Excellent organizational and time management skills
• Excellent written and oral communication skills
• Ability to relate well with people from diverse socio-economic and ethnic backgrounds
• Completion of 40-hour advocate training by a certified domestic violence service provider agency
• Valid CA driver’s license
• Good computer skills with knowledge of Microsoft Outlook, Word and Excel
• Ability to handle crisis situations in a professional manner

The ACFJC is proud to be an equal opportunity employer. The ACFJC maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, physical disability (including HIV or AIDS), medical condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

Hourly Compensation Commensurate with Experience
Position Open Until Filled

How to apply:
Please send us a cover letter and resume, also complete our DA job application. Email to the District Attorney Personnel Unit at dajobs@acgov.org.

The District Attorney’s Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender, or physical ability are encouraged to apply.