Office Manager

Seedlings Braille Books for Children (an award-winning nonprofit organization in Livonia, MI) seeks a qualified fulltime person to be our Office Manager.

Are you compassionate and want to help others? Would you enjoy giving blind children the opportunity to read? Would you like to work with a small, dedicated staff and hundreds of wonderful volunteers and donors?

Then Seedlings is the place for you!

**Your responsibilities would include (but are not limited to):**
Provide support for the Director and staff, including:
- Help with financial operations of the organization
- Assist with customer service
- Assist with processing donations and preparing thank-you notes
- Maintain book/non-book supply inventories and order as needed
- Supervise and assist the Administrative Assistant

**Required Qualifications:**
- Previous office experience; Office Manager experience a plus
- High school diploma or equivalent required; Associates degree a plus
- A desire to help give the gift of literacy to blind children around the world

**Key Attributes we are seeking:**
- Ability to work independently and also in a team environment
- Strong written and verbal communication skills
- Excellent organizational skills and attention to detail
- Strong organizational and interpersonal skills
- Exemplary customer care skills
- Good problem solving skills and ability to be proactive when needs arise
- Strong computer skills, particularly MS

Position will be 40 hours/week in office, during regular office hours (Monday-Friday, between 9:00 am and 5:00 pm). Salary range $38,500 to $42,500 depending on experience. Paid vacation days, PTO, and health insurance available when eligible.

For more information on Seedlings, see: [www.seedlings.org](http://www.seedlings.org)
If interested, please send cover letter and resume to: seedlingsbraille@gmail.com

Seedlings Braille Books for Children is an Equal Opportunity Employer.