



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

If interested, please send cover letter and resume to: seedlingsbraille@gmail.com

Seedlings Braille Books for Children is an Equal Opportunity Employer.