



**Position Title:** Office Administrator

**Reports To:** LWVK President/Co-Presidents but would interact with various board members including Treasurer, Communications, etc.

**Type of Position:** This is a part-time position, 10 - 20 hours per week, based in Topeka. Hours may be adjusted as needed to meet workload (to be mutually agreed upon by the LWVK President/Co-Presidents and employee). A record of hours worked will be submitted monthly to the LWVK Treasurer following approval by LWVK President/Co-Presidents.

### **Requirements**

- General office or equivalent experiences, prefer two years of experience.
- Computer skills and Experience using Publisher, Excel, Google Docs, MailChimp, and Club Express
- Excellent written and verbal communication skills
- Experience with copy editing skills
- Experience with multi media communications, social media, press releases and other outreach
- Ability to prioritize
- Attention to detail
- Ability to manage multiple projects at a time
- Experience with advocacy and nonprofits
- Knowledge of zoom/video conferencing platforms.

### **Responsibilities:**

1. Facilitate effective communication of League messages
  - Assist in maintaining website and social media presence; publish e-newsletter;
  - Create and update official League materials; help maintain contact lists for LWVK;
  - Send email communications to local leaders and At-Large members.
  - Review and edit materials for consistency and League branding.
2. Help assure appropriate and effective use of technology
  - Keep office technology up to date;
  - Advise board of equipment purchase needs;
  - coordinate with local technical vendor(s) or support as needed
3. Support the LWVK Board and committees, as needed
  - Provide assistance and input; facilitate open communication
  - Assist President/Co-Presidents and Board members with materials for Board meetings, as needed; help establish and adhere to deadlines
4. Assist local Leagues and At-Large members
  - Provide education materials; assist with program planning, as requested
  - Support Legislative Observer Corps during legislative session, as requested
5. Support civic, member, and public education programs, as requested

- Develop educational materials, i.e. brochures, flyers, handouts.
  - Assist with the production and distribution of study reports
  - With permission and in consultation with Co-Presidents, represent League at tabling events and/or coalition meetings
6. Provide general administration support for LWVK office
    - Set and follow through on administrative priorities
    - Manage and develop office systems. Answer telephone; order supplies; respond to email, collect and distribute mail.
    - Make weekly trips to the PO box and LWVK's bookkeeper.
    - Maintain a checklist for handling financial materials between League and CRC. Meet regularly with the Treasurer.
    - Assist maintaining the donations spreadsheet and send out thank you's for all donations \$200 or less.
  7. Provide support for LWVK events
    - Produce materials and booklets; help with event agendas; issue speaker invitations and thank you letters; post event materials to website, as needed
  8. Other tasks, as otherwise assigned

**About Us: The League of Women Voters of Kansas (LWVK)** is a grassroots, nonpartisan political organization that encourages informed and active participation in government in order to build better communities statewide. LWVK's purposes are to influence public policy through education and advocacy, and to provide support for League members and the League organization. LWVK is a 501(c)(3) organization with an office in Topeka, Kansas. For more information on the League of Women Voters, please visit [www.lwvk.org](http://www.lwvk.org) and [www.lwv.org](http://www.lwv.org).

#### **Benefits (approved 8/30/22 Board Meeting)**

**Schedule:** Schedule will be set in consultation with the President/Co-Presidents and Office Administrator.

**Holidays and Sick Leave:** The Office Administrator will be paid for 3 hours for all federal holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Washington's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Veterans' Day, Thanksgiving Day, and Christmas Day. If one of these holidays falls on a weekend, the prior Friday or the following Monday will be considered the holiday.

Twenty (20) hours of paid sick leave will be allowed during the employment year. Unused sick days may be carried over to the next year with a maximum accumulation of 30 hours (10, 3-hour days).

**Travel:** Travel expenses of up to \$250.00 will be provided to cover work-related travel due to League Day, Convention, Council, or other LWVK-related events.

**Regular Evaluations:** An evaluation schedule will be made by the LWVK Co-Presidents in conjunction with the State Board of Directors prior to the beginning of the budgeting process for the next fiscal year. The President/Co-Presidents will discuss the results of the evaluation with the Office Administrator.

**Hourly Rate of Pay:** \$16/hour