

ADST Office Manager ([Office Manager Position Description \(PDF\)](#))

The Association for Diplomatic Studies and Training (ADST), a small nonprofit with a mission to capture, preserve, and share diplomatic oral histories, is hiring an office manager to join our team (Check us out at adst.org). The Officer Manager is responsible for managing the administrative and membership operations of this small but growing NGO. This includes financial management, payroll, reporting taxes, and overall administrative functions, including membership accounts and relations. The 30 hour, flexible work week can be largely remote, but the office manager typically will spend on average 10-15 hrs a week in the office, with flexibility in distributing hours.

This is a wonderful opportunity to work with a small staff of active and retired Foreign Service Officers, a few dedicated “civilians”, and energetic and fun interns to advance a valuable mission – and to do so in a way that suits your personal situation. Our office is a historic cottage at the Foreign Service Institute campus in Arlington, VA. ADST is a friendly and enjoyable work environment with ample opportunities to learn and work in the areas of diplomacy, history, and education. Our organization’s recent growth in the use of digital media and expanded outreach create an exciting environment with activities and events relevant to the times.

The salary range is \$30-40K, depending on experience and skills. While there is room for growth within this salary range, there is limited upward mobility at this point in time. Experience with Quickbooks, general accounting/banking and good computer skills and with the Foreign Service is desirable. The incumbent reports to the Executive Director and/or President and supports other members of the ADST team as needed.

To apply for this position, send a resume and letter of interest to Oral History Program Assistant, Monica Johnson at monica.johnson@adst.org by September 13, 2023.

Duties include the following:

Financial account management and oversight

- Responsible for coordinating with ADST’s contracted bookkeeper and payroll provider, issuing checks, paying quarterly sales tax, insurance, and other bills, as well as being responsible for membership dues and donations processing and tracking,
- Provides 1099s, W2s, and monthly earnings statements. Pays annual business fees and taxes for local, state, and Federal requirements. Maintains System for Award Management (SAM) registration.

- Executes check writing and depositing, vendor payments, invoice processing, and processing of book orders.
- Prepares a monthly financial “dashboard”, and, in coordination with the Executive Director and President, prepares the annual budget and quarterly budget analysis.
- Coordinates with the contracted accountant on preparation of annual tax return (990) and annual audit, providing documents as needed.

.Office Organization and Management

- Collects and processes mail from our offsite post office box.
- Receives and forwards/answers correspondence for membership, general mail, and email inquiries (info@adst.org).
- Provides administrative support for ADST events and meetings (membership, board, social) and for the President, as requested. Purchases and maintains supplies.
- Provides welcome packets and prepares/organizes documents for new employees and board members, as needed.
- In conjunction with the Intern Coordinators, coordinates participation of interns at book launches and other ADST events.
- Coordinates FSI provided services related to building maintenance and equipment, room reservations as well as access requests and parking/shuttle passes.
- Manages the filing system of the organization in coordination with the Chief Technology Officer.

Membership tracking and appeals

- Records membership donations in membership database, sends thank you letters to new members, and generates reports and spreadsheets as needed.
- Manages membership appeals.

Grant and contract administration

- Administers contracts and grants in coordination with project leads (reconciliation, reimbursement payments, award checks, required reports).
- With input from project leads, drafts all other reports, documents, and information as needed for contracts.

Performs other duties as assigned by the Executive Director and the President.

QUALIFICATIONS AND REQUIREMENTS

3 or more years of office management including some finance experience

- Able to coordinate with contracted bookkeeper and payroll provider. Able to conduct banking transactions and monitor banking statements (experience with QuickBooks, general bookkeeping, and accounting desirable).
- Experience with nonprofit culture, membership relations, and event planning.
- Ability to get a public trust clearance.
- Good judgment, teamwork, upbeat interpersonal skills, and ability to multitask.
- Ability to take initiative to resolve office challenges
- Good writing skills and attention to detail.
- Job requires occasional evening work for membership type events.
- Familiarity with the United States Foreign Service is desirable.

Salary range: \$30,000 – \$40,000 depending on experience and skills (30 hours per week).

© 2023 | All Rights Reserved.