

Job Announcement: Office Manager

Rising for Justice (RFJ) invites applications for a full-time Office Manager position based in its Washington, DC office. Reporting RFJ's Director of Human Resources, the Office Manager's primary role is to organize and coordinate office practices, procedures, and systems to ensure efficient operations and a fully functional office environment for staff, clients, interns, and volunteers. In addition to its main office, RFJ maintains space for its clinical program focusing on housing-related issues in the Landlord/Tenant branch of the DC Superior Court.

Responsibilities:

- Implement established policies and procedures to ensure organizational effectiveness, efficiency, and safety in the office spaces;
- Assist in the development of new policies and procedures to address emerging office issues;
- Maintain accessibility for staff, providing information about policies and procedures, answering questions, and fostering a warm and supportive work environment;
- Provide general administrative support to staff, including the ordering and maintenance of supplies and equipment, the processing of incoming and outgoing mail, and the maintenance of files and records, both administrative and case-related;
- Manage incoming telephone calls and make appropriate referrals as needed;
- Maintain and update RFJ's resource referral lists;
- Coordinate with RFJ's IT provider on office equipment issues to ensure a fully functional office environment;
- Manage relationships with vendors, service providers, and property managers, ensuring timely invoicing and payments and proper facility management;
- Oversee office space planning, coordinating office moves and changes to workstations, and provide resources and solutions as needed;
- Assist in the planning and execution of office events and activities;
- Supervise administrative support positions and interns as needed;
- Schedule meetings, prepare agendas, reserve meeting rooms, take minutes, and provide follow-up communications as needed;
- Assist in the recruitment, onboarding and offboarding of staff; and
- Other duties as assigned.

Qualifications:

- Strong commitment to social, economic, and racial justice.
- At least three years of office management or comparable experience, preferably in a law firm setting.
- Excellent time-management skills, with the ability to be flexible and handle a number of projects simultaneously.
- Advanced computer skills and experience with customer relationship management (preferably Salesforce) and case management systems (preferably LegalServer).
- Proficiency in Microsoft Office, with the ability and interest to learn new software and systems.
- Ability to operate office productivity machinery, such as adding machines, photocopiers and printers, and the ability to lift/carry objects that may weigh as much as 25 pounds.
- Excellent written and verbal communication skills and ability to communicate effectively via phone, email, videoconferencing, and instant messaging.
- Ability to build and maintain positive working relationships.
- Additional preferred qualifications include Spanish language skills, a post-secondary education, and paralegal experience.

Hours, Salary, and Benefits: This is a full-time position based on a 40-hour work week. RFJ salaries are set on a scale based on years of experience. The salary range for this position is \$55,000 to \$70,000 annually. RFJ offers an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual, and personal leave; life and disability insurance; and paid federal and local holidays. RFJ offers a hybrid work environment with three days in the office.

To Apply: Each candidate should submit a cover letter and resume by email to Linda Brooks, Director of Human Resources, at [hiring@risingforjustice.org](mailto: hiring@risingforjustice.org). Please include "Office Manager [your full name]" in the subject line of the email.

Application Deadline: Review of applications begins immediately and will continue until the position is filled.

About Rising for Justice: Created in 1969 and formerly known as DC Law Students in Court, RFJ is the oldest clinical teaching program in Washington DC. RFJ operates as a public interest legal services provider and clinical education program for law and social work graduate students and serves more than 4,000 clients per year. Much of RFJ's work focuses on fighting eviction and displacement on behalf of low-income tenants in Washington DC. In addition, RFJ represents justice-involved DC residents in need of a fresh start by clearing their criminal records and individuals seeking family stability.

RFJ's mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ is committed to strengthening the voices of its low-income clients, working in collaboration with community partners, and rooting

out the inequities that keep people in poverty. RFJ embraces equal justice and diversity as core values and strives to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. The organization is committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. Its commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation. Candidates of all identities, experiences, and communities are encouraged to apply.