



Job Title: Office Manager

Position Overview

The Office Manager plays a vital role in ensuring the smooth day-to-day operations of the organization. This position provides administrative, communications, and operational support to staff and members, maintaining efficiency across office systems, technology, and organizational communications. The ideal candidate is organized, resourceful, tech-savvy, and comfortable balancing multiple priorities in a collaborative environment.

Key Responsibilities

Communications Assistance

- Monitor and respond to inquiries received through the general “info” email address.
- Assist with member communications and outreach.
- Manage organization merchandise orders and maintain inventory.
- Create light graphic design materials (e.g., flyers, newsletters, or social media posts).
- Perform light website editing and content updates as needed.

Operations Assistance

- Manage Microsoft Office 365 accounts, access, and user support.

- Oversee office equipment, maintenance, and inventory.
- Coordinate minor repair or maintenance services.
- Organize and maintain office supply inventory.
- Support members and guests with connectivity, presentation setup, and other technical issues.
- Support with eTapestry Management
- Assist in organizing agendas and logistics for All-Staff Meetings.

Accounting Assistance

- File and maintain necessary accounting and financial documents.
- Assist with compiling monthly financial and administrative reports.

General Assistance

- Answer and route incoming calls to appropriate staff members.
- Provide printing and copying support for staff.
- Maintain and update personnel files and records.
- Manage organizational access, subscriptions, and related accounts.

Required Qualifications

- 2+ years of experience in office administration, operations, or related roles.
- Strong organizational and time management skills with attention to detail.
- Proficiency with Microsoft Office 365 and basic IT troubleshooting.
- Basic graphic design skills using Canva, Adobe Express, or similar tools.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and exercise discretion with personnel and organizational information.

Preferred Qualifications

- Associate's or Bachelor's degree in Business Administration, Communications, or related field.
- Familiarity with website content management systems (e.g., Wix, Squarespace).
- Familiarity with Donation Management platforms (eTapestry)
- Familiarity with Accounting software (Sage)

Work Environment

This position is primarily on-site, with standard office hours and occasional flexibility for events or special projects. This position offers an annual salary of \$40,000, with generous PTO, summer sabbatical, and Medical, Dental and Vision coverage. The Office Manager reports to the Co-Executive Directors.

Send a cover letter and resume by Friday, November 21st, 2025 to:

Gi'Anna Cheairs, Co-Executive Director

Detroit Black Community Food Sovereignty Network

8324 Woodward, Detroit, Michigan 48202

or

gcheairs@dbcfsn.org

Detroit Black Community Food Sovereignty Network is a 501(c)3 tax-exempt organization whose mission is to build food sovereignty and food justice in Detroit's Black community. View our full website to learn more.