

## **FCC Manager Position Description**

### **SUMMARY**

The Federation of Community Councils (FCC) Manager oversees the Community Council Center (CCC) and supports the community councils. The FCC Manager ensures that the office runs smoothly and efficiently and provides clerical support for Community Councils. The FCC Manager oversees financial and HR activities, manages vendor relationships, addresses technical and maintenance issues, and coordinates the day-to-day needs of the CCC. Responsibilities include managing and maintaining the FCC's website and council communications, office systems and inventory, recommending and implementing operational improvements, and overseeing filing and records management. This position may include the supervision of an office assistant.

### **PRIMARY JOB DUTIES**

#### **General:**

- Serve as the primary point of contact for community councils
- Maintain a current FCC website
- Provide support to the FCC Board, including supporting the logistics of monthly meetings, reserving a meeting room, taking minutes at the monthly business meeting, distributing communications, setting up audio and visual needs, and providing a virtual meeting connection
- Distribute communications to community councils in a timely manner
- Provide clerical support to community councils
- Adhere to all policies and procedures outlined in the FCC Operations and Personnel Policy Handbooks

#### **Financial Support:**

- Maintain accurate, current, and complete records of all FCC financial transactions, with keen attention to detail and clean recordkeeping.
- Provide effective management and accountability of the Municipality of Anchorage (MOA) grant, providing quarterly updates, including a narrative, to the MOA.
- Track, coordinate, and administer grants on behalf of community councils through a record management system.
- Coordinate general and vendor payments and oversee day-to-day data entry and processing for financial transactions.
- Assist in accounting cash, bank deposits, and vendor payments.

### **HR Support:**

- Oversee important employee lifecycle items, including the application process, timesheet submissions, approved leave calendar management, and voluntary termination.
- Track and monitor important HR and staffing timelines, including benefit anniversaries, annual training schedules, and employee review dates.

### **Technical Support:**

- Address routine technical and maintenance needs for the CCC and coordinate with the FCC Executive Board for complex issues.
- Assist with updating digital forms and converting documents to PDF fillable forms as needed for the CCC.
- Update the FCC website, including routine review, to confirm all information is accurate and up-to-date.
- Oversee the digitization of paper records and maintain digital archives of the FCC records.

### **General Office Support:**

- Manage and maintain office systems and inventory and recommend improvements for organizational efficiency.
- Provide support to the Office Assistant, including serving as backup when needed.
- Oversee manual and digital administrative filing, records management, and general record retention in compliance with organization policies.
- Serve as the primary contact for vendor, building, and equipment issues.
- Run agency errands as needed.

## **QUALIFICATIONS**

**Education and Experience:** The ideal candidate will have experience in office management, preferably in a nonprofit setting. Supervisory experience and/or a finance and administrative support background is preferred.

**Knowledge, Skills, and Abilities:** Must be proficient with Microsoft Word and Excel. Must be familiar with or able to quickly learn Microsoft Outlook, Microsoft Teams, Adobe Acrobat, Zoom, and website. Must be able to take the initiative to work independently and collaboratively in a team setting and with diverse populations.

**Communication Skills:** Must possess excellent written and verbal communication skills, strong organizational skills, be proficient in database entry and management, have good attention to detail, have a positive attitude, possess strong listening skills, and feel comfortable working with diverse populations in various settings.

### **Equipment:**

- Ability to operate a personal computer, fax machine, printer, copier, and scanner proficiently.
- Access to reliable transportation.

**Physical Requirements:**

- Frequent sitting and/or standing.
- Repetitive movement of hands and fingers (typing and/or writing).

**Certifications and Clearances:** Valid Alaska driver's license, proof of auto insurance, and must pass a background check.

This job description does not list all the job duties for the position. The FCC Executive Board may occasionally request that the successful applicant perform other reasonable duties. Performance reviews are based on the performance of the duties listed in this job description and other duties as assigned. The FCC reserves the right to revise this job description at any time. This job description is not an employment contract. The successful applicant or the FCC may terminate the employment relationship at any time, for any reason, with or without notice or cause.

The Federation of Community Councils is an Equal Opportunity Employer. It makes every effort to ensure that in every phase of its recruitment and selection processes, equal employment opportunity is provided to all individuals regardless of race, color, genetics, sex, gender identity or expression, sexual orientation, age, religion, marital status, change in marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran's status.

**Status: Part-time (20-30 hours week), including occasional evening hours**

**Salary: \$28-\$35**

**To apply, submit a resume and cover letter to [AmandaKMoser@gmail.com](mailto:AmandaKMoser@gmail.com) by October 27, 2023.**