

**Brighter Tomorrows, Inc.**  
**Job Description**

**Office Systems Manager**

<b>Employment Status</b>	Full-time, Non-Exempt
<b>Immediate Supervisor</b>	Chief Executive Officer
<b>Supervises</b>	None
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• Degree or Equivalent Experience</li> <li>• Minimum of two (2) years' experience in an information systems/data management position</li> <li>• Intermediate proficiency with Windows programs, specifically Excel, Access and Word</li> <li>• Experience with Osnum Database a plus</li> <li>• Experience in Social Media Platforms a plus</li> <li>• Demonstrated ability to organize details and maintain updated reports consistently</li> <li>• Demonstrated ability to maintain confidentiality</li> <li>• Ability to work accurately with numerous sources of data</li> </ul>
<b>Job Objective</b>	<ul style="list-style-type: none"> <li>• Maintain data entry systems</li> <li>• Report statistical information for service and funding compliance</li> <li>• Assist with grant applications and grant reporting</li> <li>• Manage and update Website and Social Media</li> </ul>
<b>Prime Functions</b>	<ul style="list-style-type: none"> <li>• Enter client service statistics daily</li> <li>• Maintain current database in Osnum</li> <li>• Work with CEO for compliance management of applicable grants</li> <li>• Work closely with state agencies regarding weekly, monthly, quarterly and annual reports</li> <li>• Prepare and download weekly, monthly, quarterly and annual reports as needed by CEO</li> <li>• Assist direct service staff responsible for reporting</li> <li>• Support of special events as needed</li> <li>• Create and distribute monthly emailed newsletter</li> <li>• Answer telephone</li> <li>• Other duties as assigned</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Verbal communication abilities</li> <li>• Ability to operate computer and telephone equipment</li> <li>• Ability to lift at least 25 pounds</li> <li>• Ability to sit or stand for prolonged periods of time</li> <li>• Valid Driver License, good driving record and auto liability insurance</li> </ul>

*Employment with Brighter Tomorrows is on an at-will basis, in accordance with applicable state law, meaning that the employee and the agency are each free to terminate the relationship at any time, with or without cause or advance notice. Employees have no contract, assurances, or guarantee of continued employment with the agency. No verbal communication or written document will provide such a contract, assurance, or guarantee.*

I have received a copy and understand the above job description.

Employee Printed Name

Signature

Date