

## **BIPARTISAN COMMISSION ON BIODEFENSE**

### Office Manager

Position Summary: The Office Manager supports the Bipartisan Commission on Biodefense by performing administrative and finance duties. The office manager reports directly to the Deputy Executive Director. The successful candidate must be organized, professional, detail-oriented, highly responsive, a proactive planner, and able to quickly shift from one task to another. Excellent written and oral communication skills are required. The position also requires familiarity with Microsoft 365 (Outlook, Teams, Word, Excel, Calendar, Share Point) and the ability to quickly learn software applications used by the Commission (task management, email marketing, Adobe PDF, WordPress, Zoom, et al.).

### Essential Position Tasks and Responsibilities:

- Support the work of the Bipartisan Commission on Biodefense.
- Handle communication with Commissioners, Commissioners' executive assistants, Ex Officio members, and Ex Officio members' executive assistants. The Commissioners and Ex Officio members are high-level elected and government officials and proper decorum is required.
- Handle communication with staff, vendors, and miscellaneous inquiries.
- Assist with expense and income processing and tracking, to include receiving invoices from vendors, creating invoices, following-up on invoices when needed, submitting invoices for payment, sending invoices to bookkeeper, as well as tracking income received, sending income documentation to bookkeeper, and maintaining all expense and income records on Share Point.
- Review and approve Commission staff credit card expenses, to include verifying all charges and receipt documentation, sending credit card information to bookkeeper, and maintaining credit card records on Share Point.
- Monitor General Ledgers and Salary/Fringe/Indirect reports, to include reviewing ledgers for correctness, working to correct errors, sending ledgers and reports to bookkeeper, and maintaining ledger/report records on Share Point.
- Assist with creating and monitoring contract and consultant agreements, to include identifying payment schedule, scope of work statements, deliverables and timelines and obtaining the necessary signatures.
- Monitor progress reports from contractors and consultants, including following-up when needed and maintaining records on Share Point.
- Arrange Commission meetings (average six per year), to include identifying dates, sending calendar invites, reserving rooms, ordering catering, arranging for video and photographers, sending read-ahead materials, etc. Also required to assist on meeting days.
- Manage online registration for Commission public meetings, to include creating lists of attendees for distribution to staff and security.
- Schedule meetings and calls for staff, as requested.
- Monitor, manage, and respond from the Commission's administrative email account.
- Monitor the Commission Google Voice Number, to include responding to calls and forwarding to other staff as needed.

- Administratively manage Microsoft 365 email accounts and application licenses, to include ordering new email addresses as needed, tracking usage and security, yearly maintenance, and closing out email addresses and licenses as needed.
- Maintain and manage Commission's online shared accounts, to include maintenance of security/passwords and subscription/payment information.
- Assist with the preparation of email marketing campaigns for meetings, reports, events, press releases, etc.
- Use Microsoft Office Suite, Share Point, MeisterTask, and GoDaddy for emails, calendars, file storage, and task management.
- Maintain Share Point using established standardized guidelines.
- Use and update as needed the Commission Staff Notebook.
- Work with editors, designers, and printers to publish Commission reports, to include requesting and tracking changes, edits, and approvals of proofs.
- Assist with the creation of events on the Commission website and updating the website with events, agendas, speaker lists, and other materials for those events (average one per month).
- Maintain Commission mailing and subscriber lists.
- Participate in staff meetings to include reminding staff to send agenda items, drafting agenda, and updating calendar item with agenda and any needed supporting materials.
- Order supplies, equipment, and other materials.
- Copy-editing text when needed.
- This position requires working in the Commission offices in Washington, DC.

Performance Requirements:

- Bachelor's degree preferred
- Excellent administrative skills
- Strong verbal, written, and interpersonal skills
- Highly detail oriented
- Strong organizational, project management, prioritization, and problem-solving skills
- Ability to work independently, yet still be committed to the team
- Ability to quickly switch from one task to another, work under pressure, maintain tickler system to ensure follow-through, and meet deadlines
- Initiative with the energy, motivation, and endurance to work in an evolving, fast-paced environment
- Friendly, professional, and loyal demeanor
- Respectful interaction with the Commissioners, given their backgrounds as former elected and politically appointed backgrounds
- High priority placed on accountability (both personal and holding others accountable)
- Advanced Microsoft 365 suite skills and ability to learn other programs, as needed
- Minimum of five years of experience as an Office Manager