

## **Social Services Office Manager**

KVCAP's Social Services program has an exciting opening for an Office Manager. This full time, Waterville based position, oversees quality assurance and compliance, data/tracking systems, and provides clerical support to staff within Social Services. This position also assists in grant preparation and budget development/fiscal monitoring. If you like a lot of variation in your everyday tasks – this position is for you!

### **Responsibilities:**

- Provide daily clerical support to Social Services and serve as the receptionist.
- Assist with grant and budget preparation/monitoring.
- Monitor and track expense budgets.
- Provide technical assistance to staff on information systems and data collection.
- Assist in development of marketing materials.
- Prepare and submit purchase orders and process invoices.
- Maintain excel spreadsheets and access databases.
- Perform other reasonably related duties as assigned.

### **Requirements:**

- Experience in home visiting or similar social service program, to include some level of experience in compliance assurance preferred.
- Three to four years related office experience with the ability to meet strict deadlines.
- Associates degree and experience as indicated or 5 years of experience in lieu of a degree.
- Strong knowledge of Word, Excel, Publisher, and Access.
- Excellent interpersonal, organizational, written communication, and telephone skills.
- Possess a valid driver's license and have use of a vehicle insured to the State of Maine requirements for travel within Kennebec and Somerset County.
- Ability to pass State Bureau of Investigation, DMV, DHHS, Sex Offender Registry and Fraud background checks.
- Proof of Covid-19 vaccination required.

### **Benefits:**

- 13 Paid Holidays
- Generous Bi-Weekly accrual of PTO
- Choices of Health, Dental, Vision, Life and Disability Insurance
- Employer sponsored 403(b)

Interested applicants please send cover letter and resume or application. Applications accepted until a suitable candidate is found.

Human Resources  
KVCAP  
101 Water Street  
Waterville, ME 04901  
Email: [roakes@kvcap.org](mailto:roakes@kvcap.org)  
Equal Opportunity Employer