



Office Manager & Translator Job Announcement

Job Title: Office Manager & Translator

Reports to: Executive Director

Mission:

The Nebraska Civic Engagement Table is a nonpartisan organization whose mission is to strengthen the collective impact of, and collaboration between, nonprofit 501c3 community and advocacy organizations that empower the rising electorate in our state.

Goal:

Our goal is to build an electorate representative of all Nebraskans, where everyone is able to participate in the democratic process and members of the rising electorate have their voices heard in the policymaking decisions that affect their lives. We will accomplish this goal by creating a culture of civic engagement in Nebraska, and by strengthening the nonprofit community through collaboration, training, and leadership development.

Job Summary:

The Nebraska Civic Engagement Table ("the Table") seeks a full-time Office Manager & Translator. The Office Manager & Translator's responsibilities include but are not limited to ensuring that the Table's office environment runs smoothly, listening to the needs of staff in order to ensure office needs are met including supply management, appropriate filing systems, document management, and other staff needs as requested. The Office Manager & Translator is also responsible with periodically contacting the Table's diverse network of forty members as needed, planning and executing member meetings and events, and fulfilling or assigning other member needs as requested. Translation services are also provided for members or staff as requested.

Primary Duties and Responsibilities:

- Provides Spanish-English written and verbal translation for both the Table and member organizations as requested.
- Maintains a smoothly operating office by organizing office procedures; controlling correspondence; designing filing systems; assigning and monitoring clerical functions.

- Ensures appropriate retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Schedules and plans meetings and events both internally and for our network of forty members, ensuring that needs are met as requested by all participants.
- Follows up on requests for information, invitations to events, and overall member contact.
- Completes operational requirements by scheduling and assigning employees; monitoring and following up on support requests submitted by members.
- Contributes to the collaborative team culture of the Table by accomplishing related tasks and projects as needed.

Desired Qualifications:

- Ability to set goals, work independently, and meet deadlines.
- Spanish proficiency (written and verbal) required.
- Experience using Microsoft Office required.
- Experience with Google Suite including Google Drive, Docs, Sheets, Calendar and Forms required
- Experience working in underrepresented and/or diverse communities preferred.
- Strong interpersonal communication skills.
- Ability to meet tight and competing deadlines, managing multiple ongoing tasks simultaneously.
- Comfort with fast paced, changing environments.

Location:

Lincoln, Nebraska

Salary:

Salary commensurate with experience. The Table additionally provides an excellent benefits package and a rewarding, inclusive work environment.

To Apply

Please send cover letter, resume, and three references to zack@nebraskatable.org. We are looking to fill this position as soon as possible, applications will be reviewed on a rolling basis until the position is filled.

The Nebraska Civic Engagement Table encourages applications from all interested candidates regardless of race, gender, sexual orientation, age, national origin, ethnic background, religion, gender identity, or disability.