



Office Manager

Job Summary:

The Children's Museum of Southwest Louisiana at Port Wonder is seeking an enthusiastic and highly organized Office Manager to oversee daily administrative operations and support our mission of providing an educational and fun environment that encourages curiosity, creativity and social skills through hands-on programs and exhibits. The Office Manager will play a key role in ensuring the museum runs smoothly by managing office logistics, managing staff, and fostering an environment that reflects our commitment to children, families, and education.

Key Responsibilities:

Office Operations:

- Maintain an organized and welcoming office environment that aligns with the museum's mission.
- Manage group/field trip bookings and birthday parties in our POS system (Doubleknot).
- Manage inventory and ordering of supplies, ensuring availability for daily activities, cleaning, programs, and events.
- Coordinate maintenance and repairs of office equipment and consult with museum staff and vendors.

Administrative Support:

- Oversee office communications, including phone, email, and mail correspondence.
- Manage office records, files, and donor databases, ensuring accuracy and confidentiality.
- Assist Executive Director in managing and supervising staff and maintaining staff schedules.
- Coordinate and schedule volunteers.
- Assist with processing invoices, expenses, and budget tracking.
- Help with logistical planning for museum events, programs, and fundraisers.
- Assist with coordination of vendor relationships for events and community partnerships.
- Support the Executive Director and other leadership staff with scheduling, correspondence, and travel arrangements.

Team Support:

- Serve as a resource for staff inquiries, providing administrative support as needed.
- Support the onboarding process for new employees, including setting up workspaces and introducing them to museum policies.
- Collaborate with museum staff to coordinate meetings, trainings, and team-building events.
- Organize staff appreciation activities and help support a positive and collaborative work culture.

Compliance and Safety:

- Ensure the office follows health, safety, and child-focused policies.
- Maintain and update office and operational policies, ensuring alignment with museum standards.
- Function as a second point of contact for emergency protocols and compliance-related matters.

Qualifications and Skills:

- Experience as an Office Manager, Administrative Coordinator, or in a similar role, preferably in a nonprofit, educational, or cultural organization.
- Passion for children's education, creativity, and community engagement.
- Experienced in supervising a team and peers.
- Strong organizational and multitasking skills with excellent attention to detail.
- Proficient in office tools such as Microsoft Office Suite, Google Workspace, and donor management software (e.g., Clearview, Blackbaud, Raiser's Edge) is a plus.
- Effective written and verbal communication skills.
- Ability to manage budgets, invoices, and financial documentation.
- A proactive problem-solver with a collaborative mindset.
- Bachelor's degree in business administration, nonprofit management, or related field is preferred.
- A clear background check is required.

Working Conditions:

- Full-time, on-site position at the museum.
- Reports directly to the Executive Director.
- May require occasional evening or weekend hours for events or special programs.
- Be able to lift 20 pounds.

What We Offer:

- Competitive pay and paid holidays.
- A fun and mission-driven work environment.
- Opportunities to make a meaningful impact in the lives of children and families.

To Apply:

Submit your resume and a cover letter explaining your relevant experience to swlakidsdirector@swlakids.org.