



Office Manager

The Opportunity

When a child in Alabama needs help, the response should not depend on their ZIP code. Every child deserves access to effective, consistent, and coordinated services delivered by professionals prepared to support them.

The Alabama Network of Children's Advocacy Centers (ANCAC) works to make that possible. Our mission is to ensure Children's Advocacy Centers (CACs) provide effective, standardized, and coordinated services for Alabama's children. We are seeking an Office Manager to support the State Executive Director and ANCAC team while advancing our commitment to Every County, Every Child.

About ANCAC

ANCAC is the statewide membership organization supporting Alabama's CACs as they provide child-focused services in response to allegations of child abuse. ANCAC strengthens the statewide CAC movement through membership standards, training, technical assistance, peer connection, advocacy, and collaboration. ANCAC is funded through the Alabama Legislature.

More about the Role

The Office Manager will provide essential administrative and operational support to a busy statewide organization. This is a hands-on position requiring excellent organization, communication, attention to detail, flexibility, and initiative. The successful candidate will be comfortable moving between responsibilities such as answering phones, preparing for board meetings, updating databases, coordinating events, arranging travel, preparing documents, assisting with social media, taking meeting notes, and responding to time-sensitive requests from the State Executive Director. The ideal candidate is professional, resourceful, dependable, adaptable, and able to remain composed while managing changing priorities and deadlines.

Key Responsibilities

Administrative & Office Support

- Provide professional and responsive administrative support to the State Executive Director and ANCAC team.
- Answer and direct telephone calls, respond to general emails, and provide appropriate follow-up.
- Prepare correspondence, reports, presentations, agendas, meeting materials, and other documents.
- Keep electronic and hardcopy records to ensure accuracy and information.
- Assist with scheduling meetings, appointments, deadlines, and organizational activities.
- Monitor administrative deadlines and follow up on outstanding items.
- Assist with office organization, supplies, and meeting resources.
- Support special projects and other administrative needs as assigned.

Meetings, Events & Travel

- Assist with planning and coordinating ANCAC meetings, conferences, trainings, board and committee meetings, and special events.
- Coordinate calendars, invitations, registrations, participant communications, and event planning.
- Prepare meeting and event spaces, including technology, signage, materials, supplies, and registration information.
- Communicate with venues, vendors, speakers, presenters, and participants.
- Assist with event breakdown, follow-up, attendance records, evaluations, and documentation.
- Make travel arrangements, prepare itineraries, and coordinate travel details for staff, board members, speakers, and other participants.
- Assist with occasional evening or weekend responsibilities related to ANCAC events and meetings.

Membership, Data & Technology

- Assist with maintaining case management software and other technology systems used by ANCAC.
- Enter, update, and maintain accurate member, contact, event, and organizational information.
- Maintain organized records and documentation in accordance with ANCAC policies and procedures.
- Learn and effectively use new software systems and technology as organizational needs evolve.

Communications & Public Relations

- Assist with organizational emails, announcements, newsletters, and other communications.
- Assist with maintaining ANCAC's social media presence and preparing or scheduling content.
- Draft, edit, proofread, and format correspondence and other written materials.
- Ensure communications are professional, accurate, timely, and appropriate for the intended audience.
- Communicate professionally with CAC directors and staff, board members, community partners, vendors, government agencies, elected officials, and other stakeholders.
- Protect the professional reputation and public image of ANCAC in all communications and interactions.

Executive & Staff Support

- Provide direct administrative support to the State Executive Director, including scheduling, correspondence, meeting preparation, travel, and special projects.
- Prepare materials for board meetings, committee meetings, statewide meetings, conferences, and other organizational activities.
- Assist with tracking projects, assignments, deadlines, and follow-up items.
- Anticipate administrative needs and address routine matters before they become problems.
- Maintain discretion and confidentiality when handling organizational, personnel, financial, membership, or other sensitive information.
- Perform additional duties and responsibilities as assigned.

Skills and Experience

Ideally, candidates will bring some or all of the following:

- 2–3 years of professional administrative or office experience, or a degree in business administration, public relations, communications, marketing, nonprofit administration, or related field.
- Excellent written and verbal communication skills.

- Strong organizational and time-management skills with the ability to manage multiple priorities and deadlines.
- Exceptional attention to detail and accuracy.
- Strong computer skills and the ability to learn new software and technology.
- Proficiency with Microsoft 365, including Word, Excel, PowerPoint, Outlook, and Teams.
- Strong interpersonal and customer service skills, including professionalism, courtesy, diplomacy, and discretion.
- Ability to communicate appropriately with elected officials, government agencies, board members, community partners, and other high-level stakeholders.
- Ability to work independently, take initiative, solve problems, and follow through.
- Ability to remain organized and professional under pressure and while managing competing deadlines.
- Strong writing, proofreading, editing, and document preparation skills.
- Ability to maintain confidentiality and exercise sound judgment.
- A positive attitude, willingness to learn, flexibility, and a strong commitment to ANCAC's mission.

What we value

ANCAC values service, integrity, collaboration, accountability, responsiveness, and continuous improvement. We believe the way we support one another directly impacts the quality of support we provide to member centers and to Alabama's children.

We are looking for someone who is dependable, organized, professional, and willing to step in wherever needed. The right person will understand that administrative excellence matters. Details must be handled, deadlines met, and the team needs dependable support, so ANCAC can focus on strengthening services for children across Alabama.

Work environment and schedule

This is a full-time, onsite position located in ANCAC's Montgomery, Alabama office, with the employee working from 8am-5pm. The position is primarily performed in an office environment but may occasionally require work outside the office for meetings, conferences, trainings, and special events, including occasional evening or weekend responsibilities. The successful candidate must be able to work effectively in a fast-paced environment and adjust priorities as organizational needs change.

Physical Requirements

The position requires the ability to sit, stand, walk, reach, bend, perform repetitive tasks, and occasionally lift or move office or event materials. The employee must have the visual acuity needed for computer work, document preparation, data entry, and reading. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation & Benefits

Salary will be commensurate with experience, education, qualifications, and demonstrated skills. Range of \$50-60K. ANCAC offers a competitive benefits package that includes health insurance, access to supplementary insurance policies, an employer-supported retirement plan, paid time off, and opportunities for professional learning and development. Specific plan details will be shared with qualified applicants.

How to apply

Please submit a resume and cover letter to lynn@alabamacacs.org. The deadline to apply is Monday, October 5th.

Additional information

This job description is not intended to be a comprehensive listing of all activities, duties, or responsibilities required by the employee. Duties, responsibilities, and activities may change at any time with or without notice. ANCAC is an equal opportunity employer.