



INDIAN CHILD AND FAMILY PRESERVATION PROGRAM

2525 Cleveland Avenue, Suite A Santa Rosa, CA 95403 · (707) 544-8509

456 N State Street, Suite C Ukiah, CA 95482 · (707) 621-8002

Position:	Office Manager
Worksite:	Santa Rosa, CA and/or Ukiah, CA
Supervised By:	Deputy Director
Service Area:	Sonoma and Mendocino Counties (travel within California)
Salary Range:	\$26-35/hr. (based on experience and funding availability)

JOB PURPOSE: The Office Manager position shall support the Directors to ensure administrative and child welfare services offered through ICFPP happen seamlessly. This includes overseeing administrative staff, managing offices, and anticipating needs for both ICFPP sites. The OM role includes major decisions about what happens in and around the office. The OM will help set goals, develop policies, manage the office budget and guide staff members. The OM shall establish work priorities and deadlines to ensure goals and standards are met and procedures are followed regarding grants and entitlement programs. The OM shall assist the Directors and administrative staff with Federal, State, and other reporting as required. The OM is tasked with maintaining a safe, secure and pleasant work environment consistent with ICFPP Policies and Procedures. All ICFPP Employees, including the OM, are considered ‘at will’ employees.

DUTIES & RESPONSIBILITIES:

- Excellent communication skills with the ability to interact with a variety of professionals in the Tribal, state, county, child welfare, legal, educational, behavioral and healthcare working environments.
- Willing to work a flexible schedule, as necessary.
- Pay attention to detail and refine documents.
- Ability to maintain confidentiality in all related matters of the ICFPP.
- Oversee budgets, including managing invoices and reporting to funding sources.
- Review, evaluate, and implement administrative procedures and internal policies.
- Act as the Human Resources point person for ICFPP.
- Provide other duties as assigned by the Directors.

SKILLS REQUIRED:

- Highly organized, with efficient reading and writing skills with an emphasis on administrative software i.e. Microsoft Office.
- Must have strong verbal and written communication skills.
- Ability to multitask and work independently with little oversight.
- Financial acumen to manage all grants, programs, and office expenses.

- Ability to align overlapping meeting and court schedules, project timelines across internal teams, and meet external deadlines to ensure compliance with funding requirements.

MINIMUM QUALIFICATIONS:

- Must have 5 or more years of prior work experience in Administration, office management, or similar related position. A degree in Business Administration, Human Resources, or a similar field of study may be substituted for up to 2 years of experience.
- Maintain a valid California Driver's license and be insurable.
- Must submit and pass a Live Scan criminal background check.
- Must sign a confidentiality statement and submit to random drug testing.
- Must be willing to continue education related to non-profit office management, Business Administration, or a similar field of study.

SPECIAL QUALIFICATIONS:

- Must be sensitive to the needs of Native Americans and knowledgeable of their culture, traditions (beliefs and practices), history, and community (in Northern CA).
- Must be willing to drive company vehicles, rental vehicles, or use your personal vehicles with the opportunity for mileage reimbursement.

APPLY TO: Indian Child & Family Preservation Program

Attn: Angelina Arroyo and Elizabeth DeRouen

Phone: 707-544-8509

2525 Cleveland Ave. Suite A, Santa Rosa, CA 95403

Email Resumes to: admin@icfpp.net

Preference in filling vacancies will be given to qualified Native American applicants in accordance with Federal Law, including the Indian Self-Determination Act (Public Law 93-638). Subject to the foregoing, Indian Child & Family Preservation Program is an equal opportunity employer. All application forms and resumes are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Indian Child & Family Preservation Program.

Reasonable Accommodation: Indian Child & Family Preservation Program will make reasonable efforts in the selection process to accommodate persons with disabilities. Please request any special needs accommodations in advance of selections procedures by calling (707)544-8509.