

Job Title: Office Manager

Organization: Junior League of Greater Lakeland

Location: Lakeland, FL

Employment Type: Part-time

Compensation: \$23,000-\$32,000 per year, depending on experience

Position Summary

The Office Manager for the Junior League of Greater Lakeland plays a key role in supporting the administrative operations of the League while managing the rental and day-to-day oversight of the Junior League building. This position serves as a central point of contact for members, community partners, vendors, and building renters, ensuring smooth operations, excellent customer service, and the proper stewardship of League resources.

Key Responsibilities

Office & Administrative Operations

- Maintain a welcoming, professional presence that reflects the mission and values of the Junior League of Greater Lakeland.
- Serve as the primary administrative contact for League members.
- Respond professionally and promptly to inquiries.
- Maintain office systems, procedures, and records to support efficient daily operations.
- Order and manage office supplies and equipment.
- Assist the Treasurer with financial administration, including invoicing, deposits, and expense tracking, as directed.
- Support League events and meetings regarding building usage, schedule coordination, and administrative assistance.

Junior League Building & Rental Management

- Manage all aspects of the Junior League building rental program, serving as the primary point of contact for renters before, during, and after building use.
- Maintain the rental calendar and ensure accurate documentation of agreements and payments.
- Coordinate building access, security, and usage guidelines for renters and members.
- Schedule and oversee cleaning, maintenance, and repairs, working with vendors, contractors, and service providers to ensure the facility is safe, clean, and well-maintained.
- Ensure compliance with insurance requirements, safety regulations, and League policies.
- Prepare reports and updates related to rental activity and building operations for League leadership.

Qualifications

- Previous experience in office management, administrative support, or a related role.
- Experience with facility management, event space rentals, or customer service preferred.
- Strong organizational skills with the ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office, Google Workspace, and scheduling or calendar systems.
- Ability to work independently while collaborating effectively with volunteers and leadership.

Preferred Experience

- Experience working with nonprofit organizations or volunteer-led associations.
- Familiarity with contracts, invoices, and basic financial recordkeeping.
- Event coordination or facilities management experience.
- Proficiency with Quickbooks.

Schedule, Physical, & Special Requirements

- Ability to occasionally work evenings and weekends to support rentals or League events.
- Routine keyboard use, ability to inspect the Junior League building as needed, and exert up to 20 pounds of force regularly.
- Possess and maintain a valid driver's license.
- Maintain a valid cell phone number.