



**Office Manager
Position Description**

Job Title: Office Manager
Department: Volunteer West Virginia
Reports To: Executive Director
Pay Range: \$31,533-\$53,916 (Class code 9419)
FLSA Status: Exempt
Prepared: April 3, 2026

Position Details and How to Apply

The Volunteer WV Office Manager is responsible for general office operations as well as coordinating training and events for the agency. Key responsibilities include coordinating meetings, handling logistics and acting as the main point of contact for vendor contract negotiation.

This job opportunity is not a Civil Service position and is not covered under the Administrative Rule of the WV Division of Personnel. The state of WV offers competitive benefits. Remote work is not permitted. Limited travel may be required.

Cover letters may be addressed to Executive Director, Jessica Sammons. Please email a resume and cover letter to perri.k.bone@wv.gov.

Administrative

- Serve as the point of contact for internal and external inquiries about Volunteer WV and provide timely follow-up
- Maintain inventory log of all administrative and technical supplies for the office
- Prepare purchase requests, following fiscal policy, as needed for events and programming
- Work with Financial Team and Tourism to select vendors for trainings and other events
- Maintain calendars, schedule appointments and meetings, and coordinate travel arrangements
- Ensures that the office is well-maintained; requests replacement of equipment, orders supplies and repairs
- Coordinate meeting and event logistics, which includes securing reservations, arranging catering, and other related tasks
- Attend relevant trainings to increase job knowledge and competency
- Prepare materials for meetings, presentations, and reports.
- Organize and maintain confidential records, files, and other documents
- Lead the planning for internal office events and staff recognition
- Reviews incoming mail to route administrative mail to appropriate authorities and replies to such matters as directed

Communications

- Manage social media and website presence. Publicize Commission events and opportunities through suitable communication channels.
- Ensure all website volunteer opportunity listings stay current by developing a check-in process and reaching out to agencies to confirm their contact information.
- Ensure the website meets ADA compliance standards.
- Contribute to the creation and dissemination of Volunteer WV's quarterly newsletters, highlighting program achievements and initiatives.
- Assist in the development of PSAs, annual reports, and other outreach materials as needed
- Ensure brand cohesion across platforms and departments. Collaborate with the Governor's Office and the Department of Tourism to guarantee all communications adhere to established standards



Program Support

- Offer consistent support for the programming activities of the Special Projects, AmeriCorps, and Disaster Services departments.
- Assist in the planning and coordination of logistics for Volunteer WV events and trainings
- Provide administrative, logistical, and programmatic support for grant funded initiatives
- Provide assistance with the planning and logistical coordination of trainings for Volunteer WV
- Ensure all programs and partner organizations have the needed administrative support
- Maintain up to date records for partner agencies
- Assist in managing statewide initiatives
- Provide in-person support at trainings and events
- Other duties as assigned in order to support the overall mission of Volunteer WV

What We Are Looking For

- Excellent problem-solving skills
- Bachelor's degree preferred
- Passionate about volunteerism and supporting West Virginia programs
- Exceptional attention to detail
- Ability to communicate effectively both orally and in writing
- Ability to coordinate and plan events
- Responds promptly and courteously to customer needs and requests
- Ability to speak effectively, to exercise good judgment, and to maintain effective working relationships with the public.
- Capacity to work independently, as part of a team, and collaboratively with a broad range of individuals and organizations
- Ability and willingness to travel several times a year within West Virginia and, occasionally, out of state
- Volunteer West Virginia is an Employer of National Service. We welcome applications from AmeriCorps or Peace Corps Alumni or those with previous experience working in a civilian service program.

Minimum Qualifications

Training: Graduation from an accredited college or university with a degree in the area of assignment.

Substitution: Additional qualifying experience as described below may be substituted on a year-for-year basis.

Experience: Three years of full-time or equivalent part-time paid experience in a professional, administrative, technical, or supervisory position related to the area of assignment.

Substitution: Graduate study in the area of assignment may be substituted on a year-for-year basis for up to two (2) years of the required experience.