



**POSITION: Office Manager**  
**YEARS EXPERIENCE: 5 years**  
**REPORTS TO: Senior Vice President**

#### **AGENCY**

Lucas Public Affairs (LPA) is a top California-based public affairs firm that specializes in developing strategic communications to meet clients' business and policy objectives by managing high-level reputation, issues management and crisis communications campaigns. The agency works with the state's leading foundations, nonprofit organizations, associations, businesses and government entities to help them navigate some of the most complex and controversial issues facing California today in areas that include health care, education, civic engagement, energy, transportation, insurance, biotechnology, tourism, business and finance.

The team is made up of storytellers, campaigners and problem solvers who are unequivocally committed to their clients' success. Whether it is strategic planning, media relations, coalition building or reputation management, LPA uses years of instinct and insight to pinpoint the salient issues and form pathways for change in its clients' favor.

The talented team at LPA uses their expertise not only to support their clients, but also to give back to the community. Each year, the team donates time, talent and resources to a wide variety of organizations working to bring about positive change in the community and beyond, making California a better place.

#### **POSITION SUMMARY**

The Office Manager plays an instrumental role in the continued success of the firm, helping to enable the agency and its clients to achieve their goals and contributing to the agency's reputation, effectiveness and impact.

#### **RESPONSIBILITIES**

- Increase the effectiveness and efficiency of support functions, including HR, IT, Finance, Administration, Accounting, Legal and Office Management.
- Contribute to short- and long-term organizational strategy and planning.
- Manage development, completion and renewal of client and vendor agreements.
- Manage maintenance of office equipment and IT.
- Develop, maintain and consistently enforce company policies and procedures.
- Accurately prepare and analyze various reports.
- Manage HR functions including hiring, utilization and productivity tracking and development, benefits administration, payroll accuracy and termination processing.
- Oversee the administrative support staff.
- Promote unity and consistent communication among staff.
- Demonstrate and nurture LPA's culture and values.
- Occasional travel for work-related events, meetings and initiatives.
- Perform other duties as assigned or otherwise identified.



## **QUALIFICATIONS**

- College degree preferred or combination of education and 5 years prior office management and administrative experience.
- Effective verbal and written communication skills.
- Strong knowledge of Microsoft Office Suite and relevant software.
- Ability to apply analytical skills and make effective decisions.
- Ability to effectively prioritize and manage time.
- Regular attendance and timeliness.
- Ability to effectively handle stress and pressure consistent with the job duties and industry.

## **CORE VALUES | PHILOSOPHY**

Our real value as a strategic partner is defined not by what we do, but by what we help our clients achieve. Our guiding strategic principle: The pathway to positive change is paved with communications that capitalize on seeing what is possible – and what may unfold – down the line.

## **DIVERSITY COMMITMENT & VISION**

LPA is an equal opportunity employer. LPA recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law. At LPA, we have a strategic vision: to be a diverse and inclusive community of passionate, talented people dedicated to delivering creative solutions for our clients. We believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, political affiliation and all the other enriching characteristics that make us different and inform our point of view.

*\*\* Competitive salary and benefits package*

To apply, please email a cover letter and resume to [ally@lucaspublicaffairs.com](mailto:ally@lucaspublicaffairs.com).

Please visit our website to learn more about Lucas Public Affairs at [www.lucaspublicaffairs.com](http://www.lucaspublicaffairs.com).