



Stepping Stones

Historic Home of Bill & Lois Wilson

JOB DESCRIPTION

OFFICE MANAGER & EXECUTIVE ASSISTANT THE STEPPING STONES FOUNDATION KATONAH, NY

ON-SITE WITH FLEXIBILITY FOR SOME REMOTE DAYS/HOURS

Date Posted: February 9, 2022

Start Date: As soon as filled

Position Description: Stepping Stones seeks an experienced, organized office manager to work directly with the Executive Director with administration of the National Historic Landmark with an emphasis on human resources (benefits, recruitment, etc.), finance, government and volunteer relations, and office operations.

Background: Stepping Stones is on the border of the Katonah and Bedford Hills in the Town of Bedford in northern Westchester County, NY, in a suburban area approximately one hour north of Manhattan. The private, nonprofit, and tax-exempt National Historic Landmark, is the historic home and archive of William Griffith Wilson (“Bill W.”), who wrote the 12 Steps of recovery and cofounded Alcoholics Anonymous in 1934, and Lois Burnham Wilson, who cofounded Al-Anon Family Groups in 1951. The mission of the organization is to foster public understanding of alcoholism and inspire recovery by preserving and sharing the historic home, archives, and legacy of the Wilsons. Today their legacy touches more than 2 million people worldwide.

The home and archives include the Wilson’s residence, Bill W.’s writing studio, 8.17 acres of grounds (including flower and community vegetable garden), 10,000 historic objects, and 100,000 manuscripts and photographs. The landmark offers tours, an Annual Picnic (2022 is its 71st), and off-site and online programming including presentations and plays based on the Wilson’s archive. An online archive is in development to share the history worldwide. See: <https://www.steppingstones.org>.

Position Overview: The office manager is responsible for maintaining the smooth operation of the Stepping Stones’ administration and will assist with government, community, and volunteer relations and programming. Reporting to the Executive Director, the Office Manager will also work closely with staff, including the Senior Foundation Assistant. The position manages operations of various workspaces, including its own shared office. The role involves some physical components, and requires occasional evening and weekend hours.

Primary responsibilities of position:

Administration

- Maintain, create, and update finance, insurance, and HR documents, records, manuals, guidelines, and filings.
- Coordinate with bookkeeper and handle light bookkeeping (payments, deposits, etc.).
- Process leave, onboarding, and benefits documents.
- Recruit, train, and manage interns and volunteers to assist in office or site-wide.
- Coordinate meetings, notices, trainings, events, and outings.
- Ensures that office equipment is in good working order. Schedules technicians as needed.

General Organizational Support

- Represent organization at events as needed.
- Make and respond to calls and letters from constituents.
- Handle data entry, spreadsheets, filing, collating, posting, mailings, and proofreading.
- Order and maintain office supplies and equipment.
- Office and supply upkeep and organization.
- Participates in various staff teams.
- Other duties as assigned.

Support for Volunteer Groups, Councils & Board

- Create reports and maintains records and files.
- Schedule meetings, coordinates catering, and prepare minutes and meeting reports.

Ideal Candidate Traits

- Professional track record as an administrative assistant or office manager.
- Strong attention to detail and instructions with ability to anticipate needs.
- Quick learner.
- Automobile in good working condition for frequent errands, etc.
- Past nonprofit experience, especially a museum, historic site, library, archive, or hospital.
- Knowledge or interest in 12-Step recovery history.
- Willing to relocate if not living within approximately 30 minutes of the site.
- Bilingual (English and Spanish)

Compensation: Salary commensurate with experience; health, dental, vision (80% of premium paid by employer); 401(k) (3% of compensation); and generous leave time.

Process for Application: Bill Appleton is the consultant leading this search. To be considered for the position, please email your resumé, a maximum of one-page narrative describing your interest and experience, and the contact information for three or more professional references to Bill Appleton, c/o Sally A. Corbett-Turco, Executive Director, at execdirectorssf@gmail.com

Stepping Stones is an equal opportunity employer.