



Warehouse Worker Resource Center  
Warehouseworkers.org

**Office Manager/Bookkeeper  
Based in Ontario, CA**

The Warehouse Worker Resource Center is seeking an experienced Office Manager/Bookkeeper. This is an office management position where you will use your excellent administrative skills to support the operation of a growing and dynamic nonprofit organization.

**About the Warehouse Worker Resource Center**

The WWRC is a non-profit organization dedicated to improving the lives of warehouse workers and their families through education, advocacy and action. We educate workers and community members about their rights in the community and the workplace. We support workers with administrative claims and refer workers to legal support when they encounter legal violations at work. We work on local and statewide policy, and campaign for justice in the supply chains of major retailers.

We also operate the Ontario Justice HUB, a shared space of eight organizations in Downtown Ontario that also provides a space for organizing and education among communities of color and workers in the Inland Empire.

**Job Duties**

- Office Manager/Bookkeeper will organize and maintain the internal systems and personnel policies of the organization.
- Office Manager/Bookkeeper will oversee the operation of a newly expanded Ontario Justice HUB, including scheduling and coordination of shared spaces and resources, public use and sharing of space, and security.
- Organize and maintain the organization's worker case files.
- Work with Executive Director to maintain the books and financial systems of the organization.
- Other duties as assigned.
- 50% of the time will be as an office manager and 50% of the time as a bookkeeper.

**Skills and Requirements**

- Financial analysis and management.

- Administrative and organizational skills.
- Microsoft Office, Google G-suite and database management.
- Quickbooks/bookkeeping software and systems.
- Bilingual English/Spanish.
- Experience with Social Justice organizations a plus
- Excellent interpersonal skills, fast learning, and adept at handling changing priorities.

**Details**

This is a full-time salaried position. Salary dependent on experience. Fully paid medical, dental and vision provided. Generous vacation, sick leave, and paid holidays. Office Manager/Bookkeeper will report to the Executive Director.

WWRC is an equal opportunity organization. Women, people of color and LGBTQ are encouraged to apply.

**To Apply**

Interested applicants submit a cover letter, resume, and 3 references to [admin@warehouseworkers.org](mailto:admin@warehouseworkers.org)