**NFB-NEWSLINE NY Position Description - Office Operations Manager**

This document outlines the duties and responsibilities that the Office Operations Manager must meet or exceed with regard to the administration, marketing, and outreach of NFB-NEWSLINE® and other related duties in the state of New York.

The NEWSLINE Office Operations Manager will:

* Assist the NEWSLINE Outreach Coordinator with preparing all NFB-NEWSLINE reports, including the annual report to be submitted to the Board of Directors at the National Federation of the Blind of New York State annual Convention.
* Working with the Affiliate and Newsline program Leadership, develop periodic recommendations for improving and maintaining NFB-NEWSLINE and related electronic document, scheduling, and communications systems.
* File all documentation submitted by, or related to NFB-Newsline.
* In coordination with Affiliate and NEWSLINE Leadership maintain all Newsline and other pertinent records including bills, invoices, receipts, correspondence, and all other business records in an orderly and accessible electronic form.
* Assure that on-site and off-site backups of all records are maintained and kept current.
* Maintain spreadsheet containing subscriber contact and log in information for all new or existing subscribers with whom the Office Operations Manager communicates and, on a monthly basis, provide that information to the Outreach Coordinator for inclusion in the NFB-NEWSLINE NY master spreadsheet.
* Manage all correspondence and assure that such correspondence is logged, distributed in a timely manner and acted upon as directed by the NEWSLINE Outreach Coordinator and/or the Affiliate President.
* Answer incoming calls and emails and help process NFB-Newsline applications submitted by potential subscribers.
* Assist with arranging for travel and accommodations for Newsline Team members and track areas of the State targeted by the Newsline Outreach Team for focused outreach efforts.
* Assist in the development, editing and production of presentation materials and program information such as newsletters and handouts.
* Prepare and submit all required grant and/or contract paperwork related to the NEWSLINE Program including documentation, processing, and completion of claims due and/or owing.
* Maintain and submit, no later than ten (10) days after the close of each month, accurate timesheets describing the NEWSLINE program tasks performed, and the time spent on each.
* Perform other Newsline and related duties as assigned by the NEWSLINE Outreach Coordinator or Affiliate President.