



## **OFFICE SPECIALIST**

**Reports To:** Operating & Communications Officer

**Position Classification:** Full-Time

**FLSA Status:** Exempt

### **Position Description**

The Community Health Endowment of Lincoln (CHE – [www.chelincoln.org](http://www.chelincoln.org)) is a municipal endowment with assets of more than \$80 million, dedicated to funding public health and health-related initiatives that enhance the health, safety, and well-being of Lincoln residents.

CHE is seeking a dependable, detail-oriented professional to join our team as an Office Specialist. This role is ideal for someone who takes a proactive approach to their work and thrives in an environment that values collaboration, curiosity, and follow-through.

This position plays a key role in the execution and coordination of CHE's general operating efforts. Working closely with other staff, the Office Specialist supports day-to-day business operations, helping to keep work running smoothly and aligned with CHE's policies and procedures.

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### **What You'll Do**

The Office Specialist's duties include providing administrative and operational support, as well as managing clerical office processes. This includes supporting the grant workflow; assisting with the research, development, and implementation of organizational policies and procedures; supporting and monitoring budgets; and addressing administrative and operational issues as they arise in collaboration with team members.

Work involves extensive contact with other City departments to complete tasks, maintain communication, and solve problems, including but not limited to the City of Lincoln Finance Department and City Information Systems. Work is performed under the supervision of the Operating & Communications Officer.

### **Clerical and Office Management**

You will be responsible for the day-to-day clerical operations of the Community Health Endowment. This includes:

- Scheduling, preparing for, and (as requested) participating in CHE meetings and events
- Managing vendor relationships (such as caterers, printers, archival services, etc.)
- Scheduling building maintenance/repairs and troubleshooting facility related issues
- Remaining current on all inspection requirements for the elevator, HVAC system, and others
- Maintaining adequate office supplies
- Serving as primary contact for business partners and suppliers
- Opening and routing incoming mail
- Greeting/directing visitors, answering phones, and routing calls
- Preparing meeting materials and taking meeting minutes
- Maintaining organized paper and electronic files



### **Finance**

You will assist in daily, monthly, quarterly, and annual financial processes. This includes:

- Coding monthly credit card statements
- Entering invoices for payment and submitting for approval
- Assisting in the collection, completion, and communication of annual audit and budget-related materials
- Documenting and submitting monthly operating expenses
- Maintaining and proactively evaluating/updating financial standard operating procedures and policies
- Serve as liaison between City Finance Department and CHE

### **Grant Support**

You will work closely with staff to support CHE's grantmaking efforts. This includes:

- Facilitating grantee site visits
- Documenting grant payments in the online grant portal
- Coordinating financial reviews during the grant application process
- Additional grant support duties as assigned, such as creating grant folders, assembling application packets, running grant reports in Foundant for staff purposes, and more.

Additionally, you will contribute to maintaining a positive work environment through a helpful attitude with co-workers, grantees, and others; by staying informed of and following CHE policies and procedures; and by maintaining regular, open communication.

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### **What You Bring**

We are looking for a forward-thinking, detail-oriented professional with strong time management skills.

- High school diploma or equivalent required, plus at least 2 years of experience in clerical operations, nonprofit administration, or a related field
  - Associate's degree in finance, business, or a related field preferred; or an equivalent combination of education and relevant experience
  - Strong organizational skills with the ability to coordinate multiple priorities and deadlines
  - Ability to communicate clearly and professionally (both verbally and in writing) with the Board of Trustees, grantees, and staff
  - Comfort working both independently and as part of a collaborative team
  - Proficiency in Microsoft Excel, Adobe, Word, PowerPoint, and Outlook
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### **Compensation & Benefits**

This position aligns with the City of Lincoln N11 classification, with a salary range of approximately \$49,982 to \$54,225, depending on experience.

CHE offers a comprehensive benefits package, including health, dental, and vision insurance; paid holidays, vacation, and sick leave; paid parental leave; a deferred compensation (retirement) plan; Employee Assistance Program access; Dependent Care Flexible Spending Account; and support for professional development and continued learning. This is an in-person role with limited remote flexibility.

## How to Apply

Interested applicants should submit a letter of introduction and resume, including at least three professional references, to:  
Morgan Hermanek, Operating & Communications Officer  
[morgan.hermanek@chelincoln.org](mailto:morgan.hermanek@chelincoln.org)



This position will remain open until filled.

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CHE is committed to building a diverse and inclusive workplace and encourages candidates from all backgrounds and experiences to apply. We take a skills-based approach to hiring and welcome applicants who believe they can succeed in this role. If you require accommodations during the interview process, please contact CHE at [morgan.hermanek@chelincoln.org](mailto:morgan.hermanek@chelincoln.org) or 402-436-5743.