

M^cCALL HAMILTON

Advocacy & Public Affairs

Job Posting

Office Manager

Location: Lansing, MI

Schedule: Full-time, Monday–Friday (in-office)

About Us:

McCall Hamilton is a multi-client government affairs advocacy firm. We work with a broad array of clients to drive positive policy change in the areas of human services, appropriations, education, agriculture, and health policy. We pride ourselves on delivering exceptional service to our clients and fostering a collaborative, professional environment.

Position Overview:

We are seeking a highly organized, detail-oriented, and proactive Office Manager to oversee daily operations and ensure smooth functioning of our office. This role combines general office management with association management services for select clients. If you thrive in a fast-paced environment and enjoy balancing administrative, financial, and client-facing responsibilities, we'd love to hear from you.

Key Responsibilities:

- **Office Management:**
 - Oversee daily office operations, including opening/closing, mail processing, and maintaining supplies
 - Serve as the primary point of contact for IT vendor, landlord, and benefits manager
 - Manage calendars for internal staff including scheduling meetings
- **Bookkeeping:**
 - Maintain accurate financial records, process invoices and payments, manage accounts payable/receivable, and assist with budget tracking
 - Collaborate with the accountant and ensure compliance with reporting requirements
- **Legislative Lobbying Team Support:**
 - Prepare and submit lobbyist registrations, amendments, and disclosure reports in a timely manner
- **Association Management Services (as needed):**
 - Provide administrative support for boards and committees



- Manage member recruitment, dues invoicing, and outreach
- Coordinate events, conferences, and advocacy days
- Oversee social media and website updates
- Prepare and submit PAC reports

Qualifications:

- Associate's degree (Bachelor's preferred)
- Proven experience as an Office Manager or similar administrative role
- Strong bookkeeping skills; proficiency in QuickBooks and Microsoft Office Suite (Trello and/or Click-up experience a plus)
- Excellent organizational, communication, and problem-solving skills
- Ability to manage multiple priorities and maintain confidentiality
- Familiarity with legislative processes and political advocacy is a bonus

How to Apply:

If you are a motivated and dedicated individual looking to contribute to a dynamic team, we invite you to apply for this position by emailing your cover letter and resume to abby@mccallhamilton.com. Join our team and contribute to making a meaningful impact on legislative issues and the communities we serve.

