



Office Manager

New York, NY

POSITION OVERVIEW

PENCIL is seeking to hire a full-time Office Manager who will support organizational operations by performing a wide range of administrative duties. The position, which reports to the Director of Finance and Administration, requires close collaboration with employees across all departments, and interacts extensively with visitors, outside vendors, contractors and other parties.

THE ORGANIZATION

In 1995, PENCIL launched Principal for a Day®, an annual event designed to raise awareness about public education by having civic and business leaders serve as visiting principals in New York City schools. Twenty years later, PENCIL continues to connect expertise from the business community to build public school capacity and put students on the path to college and career success.

Business leaders in PENCIL's network can deepen their impact by engaging in two core programs:

- The PENCIL School Partnership Program creates and supports partnerships between business and school leaders that leverage their collective energies to foster strong school leaders and prepare students for college and career success. PENCIL serves as a critical liaison in these partnerships, helping to recruit and match businesses with schools and providing hands-on support in the design, implementation, and evaluation of partnership activities.
- The PENCIL Internship Program is a competitive career readiness program for NYC high school juniors and seniors, as well as college students. PENCIL trains and places talented, high need students in internships in businesses throughout the city in order to provide deserving students with critical workplace experiences and skills. PENCIL provides training to both students and business volunteers to make sure that students can get the most from their internships. PENCIL is a provider for the NYC Department of Youth and Community Development's Ladders for Leaders program.

RESPONSIBILITIES

Office Administration

- Manage office services and environment, maintenance vendors, and supplies
- Provide support to visitors, answers main phone line
- Coordinate staff meetings, facilitate meeting scheduling as needed
- Manage procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintain office efficiency by planning and implementing office systems and supplies/equipment purchases
- Design and implement office policies by establishing standards and procedures, and making adjustments as needed.

Finance Support

- Vendor management, accounts payable and payment processing
- Credit card monitoring and reconciliation
- Donation and banking support
- Assist in audit and budget management

Technology

- Collaborate on vendor management and service agreements
- Evaluate and manage technology systems, improvements and maintenance

Human Resources

- Collaborate on development and implementation of policies & procedures
- New employee recruitment and onboarding
- Facilitate professional development for staff
- Track staff time off

Other

- Provide support to President, Leadership Team, Programs and Development
- Contribute to team effort by accomplishing related tasks as needed

QUALIFICATIONS

- Proven office management or administrative experience
- A positive, friendly, and collaborative attitude and a desire to work in a fast-paced environment.
- Excellent time management and organization skills with the ability to multi-task and prioritize work
- Budget, reporting, numeracy and strong attention to detail skills
- Proactive operations and problem-solving skills
- Excellent written and verbal communication abilities
- Comfortable with facilitating technical issues
- Proficiency in Microsoft Office Suite; experience with Office 365 and QuickBooks a plus
- Ability to work independently, as well collaboratively in a team environment
- Proactive and resourceful with high standards of excellence; ability to generate creative solutions
- Demonstrated interest in PENCIL's mission and a commitment to public education.

COMPENSATION

Compensation will be commensurate with experience and qualifications. Benefits include a generous health insurance plan, a retirement plan, as well as vacation and sick leave policies.

TO APPLY

Please email a cover letter and resume to opportunities@pencil.org with the subject line "Office Manager"

Applications will be accepted until the position is filled.

PENCIL is strongly committed to the principle of equal opportunity for all individuals. PENCIL will make all employment decisions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other status projected by law.