



JOB DESCRIPTION

Title: Office Manager

Supervised by: Executive Director

Description: Full-time, salaried position with benefits

Location: Hybrid remote and Boston office, occasional travel to Malden office

About the organization: The Asian Community Development Corporation (ACDC) works in underserved and immigrant Asian American communities in the Greater Boston region to create and preserve affordable, sustainable, and healthy neighborhoods. We achieve this by building affordable homes and vibrant spaces, empowering families with asset-building tools, and strengthening communities through resident and youth leadership.

Roles and Responsibilities:

Asian Community Development Corporation (www.asiancdc.org) seeks an Office Manager who will play a key role in creating a positive healthy work environment that allows fellow employees to be efficient in their work. The Office Manager will help to ensure a strong office culture to support the staff. This person will manage appointments and meeting logistics, administration and communication systems; assist with human resources; bookkeeping and payroll; and any other special projects related to the overall agency operation. The Office Manager will work closely with the staff and senior management.

Duties include but are not limited to:

- General management of ACDC's Boston and Malden offices, including stocking supplies, coordinating and selecting vendors, office equipment maintenance and replacement, and internal staff and board communications
- Management of personnel system, vacation accrual, benefits administration, timesheet collection, coordinating with our third-party HR administrator, and other human resource functions;
- Bookkeeping tasks (e.g. check requests, invoicing, QuickBooks entries) and assist our outsourced accountant(s).
- General administrative duties, including maintaining office filing system, contact and database management, book-keeping, filling invoices, and scheduling.
- Manage volunteer/intern intakes and placements.
- Work closely with our contracted technical support personnel to assure the operation of the computer network;
- Coordination of front desk reception.
- Manage administration budget and identify cost saving measures.
- Be available or coordinate the opening/closing of business.
- Perform other duties as assigned.

Qualifications sought:

- Previous experience in administration or office management
- Previous bookkeeping experience and knowledge of QuickBooks a plus
- Proficient in MS Word, Excel, Outlook, and PowerPoint
- Excellent verbal and written communication skills
- Ability to prioritize and manage multiple tasks
- Flexible attitude and ability to work under pressure
- Excellent organizational skills, including problem-solving, and analytical skills
- Takes initiatives and able to work independently and participate as a team player
- Acute attention to detail, and commitment to excellence and high standards
- Professional appearance and demeanor
- Proficiency in Cantonese, Mandarin and/or other Asian languages preferred



Asian Community Development Corporation

Benefits

- Medical/Dental/Vision insurance and flexible spending account
- Time off: 3 weeks of paid vacation, 13 paid holidays plus the week between Christmas and New Year's, 6 paid sick days, and 2 paid personal days per year
- Employer contribution with additional match in 401k for eligible employees
- Optional 4-day, 40hr workweek

Salary Range: \$50,000-57,000

Note: Starting salaries are ultimately determined by the scope of the position and the candidate's relevant experience and education.

ACDC's Commitment to Diversity, Equity, Inclusion, and Belonging

We are actively interested in ensuring that ACDC represents a range of experiences and backgrounds. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, gender identity, sexual orientation, disability status, or any other characteristic protected by applicable law. AA/ EOE

Work Environment

ACDC requires all staff to be fully vaccinated for COVID-19. The Boston office currently allows walk-ins on Tuesdays, and visitors and clients by appointment on other days. Masks are optional in the office. This position requires two days in the office until further notice. The office is climate controlled with heat and air conditioning and has operable windows.

To apply, please e-mail your resume to:

Angie Liou, Executive Director at angie.liou@asiancdc.org with the subject line: **"Office Manager - [NAME]"**

Please include in your email how you learned about the job opening (personal referral, social media, website, etc.)