



Fenway Community Development Corporation Office Manager – Job Description

Fenway CDC works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices.

The Office Manager is responsible for overseeing the administrative systems necessary for efficient functioning of our office of 12 staff; keeping an eye on multiple areas within the company, assuring productivity and efficiency while seeking to reduce costs and promote a positive work environment. It is part or full-time, non-exempt position and reports to the Director of Finance & Administration.

While our office is open with safety protocols in place, this position will be primarily remote until the spread of COVID has been brought under control. At least one half day per week will be required on site during COVID as local regulations allow. We are seeking local applicants only.

Responsibilities:

Administrative

- Oversee the contracts and maintenance of all office equipment including: computer systems, telephone systems, copy/fax machine, security alarm
- Organize and administer the provision of office supplies and services
- Responsible for budgeting, vendor relations, and payment requests for office supplies, services, & equipment
- Act as a liaison to building management on maintenance and security issues
- Distribute office mail, maintain cash receipts log, and manage petty cash
- Maintain donor database and coordinate with staff to update database of stakeholders
- Assist staff with administrative tasks as needed
- Provide staff support for Board of Directors: assemble and distribute monthly board packets, new board member orientation packets, secure food and space for monthly meetings
- Take on special projects from time to time at the request of the Executive Director

Payroll & Human Resources

- Process bi-weekly payroll based on approved timesheets, Maintain timesheet, payroll, and personnel files
- Administer and monitor company Paid Time Off (PTO)
- Plan and conduct trainings for all staff on existing policies including but not limited to personnel policies, accounting policies, etc.
- Distribute employee handbook updates from Professional Organization Employer (PEO) to staff and make recommendations to management regarding proposed changes to personnel policies and procedures
- Serve as liaison with Board's Personnel Committee
- Support Executive Director during new employee recruitment, interviews, and on-boarding

Qualifications:

- Bachelor's Degree Preferred
- Minimum- 3 years of experience with office management
- Highly organized and self-motivated
- Strong written and verbal communication skills
- Good working knowledge of Microsoft Office, especially Microsoft Word, Excel, and database programs
- Bi-lingual in one of more of these languages is a plus: Spanish, Russian, Mandarin, Haitian Creole, Vietnamese, Albanian, Farsi, Amharic, or Tigrinya

To Apply: Please e-mail resume and cover letter to projects@fenwaycdc.org with subject line: OM-applicant
Fenway CDC is an Equal Opportunity Employer