



*Educate.Engage.Encourage.Equip.Empower.*

520 North Street, Lancaster, PA 17602  
717-393-1523  
www.arborplace.org

I. **TITLE:** Part-Time Office Manager

II. **DEFINITION AND BASIC FUNCTION:**

The Office Manager is responsible for organizing and coordinating office operation and procedures in order to ensure organizational effectiveness and efficiency.

III. **ACCOUNTABILITY:**

The Office Manager reports directly to the Executive Director

IV. **RESPONSIBILITY** (including but limited to the following):

- Organize office operations and procedures
- Supervise custodial staff
- Control correspondence by recording incoming mail
- Prepare time sheets for final approval
- Review and approve supply requisitions
- Liaison with other agencies, organizations and groups
- Maintain office equipment
- Orient and train employees
- Provide on the job and other training opportunities
- Design and maintain filing systems
- Ensure protection and security of files and records
- Ensure personnel and volunteer files are up to date and secure
- Maintain office efficiency
- Assist in the planning and implementation of office systems, layout and equipment procurement
- Maintain and replenish inventory
- Check stock to determine inventory levels
- Anticipate needed supplies
- Verify receipt of supply
- Prepares reports, presentations, memorandums, proposals and correspondence
- Assigns jobs and duties to office staff as needed
- Schedules appointments and meetings for executives and upper level staff
- Serves as the go-to for office inquiries and conflicts
- Assists in the preparation of department budgets and expenses



*Educate.Engage.Encourage.Equip.Empower.*

520 North Street, Lancaster, PA 17602  
717-393-1523  
www.arborplace.org

## **VI. WORKING SCHEDULE**

The Office Manager shall work a varied and flexible part-time schedule based on 20-30 hours per week.

## **VII. SKILLS AND QUALIFICATIONS:**

- A. Committed to the Mission and Vision of The Mix at Arbor Place and exhibits a passion for changing the lives of the youth.
- B. Maintain office services and efficiencies
- C. Ability to maintain a high level of accuracy in preparing and entering information
- D. Excellent written and verbal communication skills
- E. Interpersonal and human relations skills
- F. Ability to work collaboratively with Board of Directors and Arbor Place staff
- G. Ability to operate personal computer with various software programs
- H. Ability to work independently and manage time effectively
- I. Ability to pay attention to detail and maintain accurate records
- J. Ability to maintain confidentiality

## **VIII. WORKING CONDITIONS/PHYSICAL FACTORS:**

- A. Work will predominately require individual to work in a typical office environment.
- B. May occasionally need to work outdoors and after hours for meetings or other fundraising events.
- C. Requires setting up and removal of items for various fundraising or PR events with the assistance of other Team Members.

## **IX. EDUCATION/EXPERIENCE REQUIREMENTS:**

- A. High school diploma
- B. Minimum of 1-2 years of administrative/office management experience