



## Office Manager

### Mission Statement:

The mission of the Armory Youth Project is to provide a safe environment where young people can build community and be encouraged in their educational, emotional, physical, and Christian spiritual development.

**Status:** Part time up to 30 hours/week

**Reports to:** Executive Director

### Job Summary:

The Armory Youth Project (AYP) Office Manager position is responsible to provide AYP Office, Volunteer, and Committee support. The Office Manager will have a high degree of responsibility in the supervision and direction, without direct reports, in the training of other part-time staff, interns, and volunteers to ensure that a welcoming atmosphere of acceptance and support exists for youth and visitors to the AYP. This staff person will be responsible for utilization of software to record, organize, and utilize data, at times confidential, and prepare documents to advance the Mission of the AYP. In the absence of the Executive Director, the Office Manager will be the responsible party within the facility during daytime hours.

**Salary:** \$14-17/Hour

### Job Requirements and Qualifications:

- Ensure AYP entrance is continually staffed to greet visitors warmly and check in youth and volunteers according to established procedures
- Possesses efficient time management skills to prioritize tasks to meet deadlines, and has time availability for some flexibility in work hours related to special events
- Ability to anticipate AYP operational needs and bring solutions and/or concerns to the Executive Director
- Use patience and compassion to train and direct supervisees and volunteers to maximize their potential and assignment effectiveness
- Assist in producing written documents, such as reports, policies, procedures, training materials, promotional flyers, etc.
- Update, maintain, utilize, and retrieve information from databases, such as mailing lists, contact lists, student registration, volunteer assignments, etc.
- Screen and route daily mail
- Screen AYP phone calls
- Monitor AYP incoming email
- Assist with event planning and implementation
- Ensure office equipment is properly maintained

- Ensure sufficient office supplies are available, order as needed
- Oversee the entire Rental process from the initial request to accepting/rejecting the rental:
  - Making sure renter requests are met. That includes set-up, takedown, cleaning, maintenance and /or Supplies
  - Handle rentals tours of the building
  - Serve as liaison between renter requests and the Executive Director
  - Bill & collect all rental fees
  - Experience and/or knowledge of Food Service and Health Department Requirements as it pertains to commercial kitchen rentals
- Has 2+ years supervisory experience and skills to train, assist, and direct other staff and volunteers
- Has the ability to work both independently to complete routine tasks, as well as part of a team
- Demonstrates good interpersonal and communication skills
- Successfully completes criminal background check
- Complete any other duties assigned by the Executive Director