

Onondaga Earth Corps, Inc.

POSITION

Office Manager

ABOUT US

Onondaga Earth Corps and the Youth Conservation Corps Model:

The Onondaga Earth Corps (OEC) is a youth development and conservation corps program focusing on community and environmental stewardship in the Greater Syracuse Metropolitan Area. OEC enrolls youth and young adults, ages 15 to 25, in “earn and learn” positions to educate the community about the benefits of environmental stewardship through completing environmental and neighborhood improvement projects. OEC has a strong experiential learning and service component, and often completes projects or arranges volunteer service within the community.

POSITION SUMMARY

Office-based, Full Time, 35-40 hours/week, some evenings and weekends are required.

FLSA Status: Non-exempt

Deadline: Until position is filled

Start Date: TBD

Interview Date: Ongoing

Compensation: Salary Range: 40-55 K

POSITION OVERVIEW

Lead the overall smooth operations of office tasks

WORK AND RESPONSIBILITIES

Human Resources

- Manage digital payroll setup (Paycom) and information, verify and input into project database (CorpsNet)
- Respond to employee human services related requests: workers compensation, department of social services withholdings, proof of employment, etc.
- Review timecards before payroll process
- Post job opening and assist with recruitment process
- Coordinate updates to the employee handbook/org chart/position descriptions
- Process benefits forms and other forms for payroll deductions

Office Management

- Manage office document filing to comply with record retention requirements and for ease of staff use.
- Liaise with vendors (cleaning, maintenance, insurance, copier, purchasing, IT, pest control, etc.)
- Budget creation and management for administrative and office area
- Manage facility keys, fobs and building access
- Serve as primary contact, manager and trainer for CorpsNet database
- Problem-solve office related challenges
- Perform data entry for program participants and program outcomes
- Work with program coordinators to update schedules and provide program participants with schedule and other relevant documentation
- Schedule appointments and meetings for Executive Director and Program Coordinators as necessary
- Make phone calls to program applicants to schedule interviews, invite to events, or remind about various program functions
- Mail program and event materials to participants, volunteers, supporters, sponsors, etc.
- Event planning and coordination with appropriate staff/board members
- Board meeting preparation
- Staff meeting planning and note taking, etc.
- Work with program staff and intern and volunteers to create projects that grow the capacity of the organization
- Liaise with insurance vendor when required for contracts.
- Assist interested youth and community partners in learning more about OEC.
- Support Executive Director and Board of Directors in implementation of strategic initiatives.
- Document and improve administrative processes and systems

Administrative Assistance

- Set up office or classroom for various program functions
- Answer telephone, take messages and delegate callbacks to appropriate staff
- Make purchases as necessary for office, programs, facilities, events
- Open mail, process donations, send out thank you notes
- Supply kitchen and restroom areas
- Make copies of program materials
- Scan documents for record retention
- Other tasks as time permits

Marketing/Media

- Create annual marketing plan and schedule

- Manage website and social media content in collaboration with other staff, crewmembers and board of directors
- Support creation of an annual report with executive director and program staff

IT/Tech

- Problem-solve IT issues internally and with outside IT support
- Plan and create budget for organizational IT upgrades
- Purchase and set up computers

Finance

- Enter bookkeeping entries in to QuickBooks
- Collect authorized expense receipts from project and program staff for data entry and filing
- Scan and file financial documents

QUALIFICATIONS (REQUIRED)

- Proficiency or ability to quickly adapt to: Microsoft Office Suite, Google Suite of applications, database software
- Proficiency or ability to quickly adapt to: copy machines, scanners, conducting mail merges, internet troubleshooting, etc.
- High level of communication skill and teamwork with staff and participants of diverse backgrounds and skill sets.
- Strong attention to detail and to see through completion of tasks.
- Experience developing and deploying office systems and supervising other staff.
- Sense of humor, spirit of adventure and desire to make a positive difference in our community.
- Good driving record and current driver's license

QUALIFICATIONS (PREFERRED)

PHYSICAL REQUIREMENTS

- Able to lift 50 pounds
- Able to stand, bend, and climb ladders

APPLICATION PROCESS

Please submit (1) a resume, (2) a cover letter, and (3) a completed Program/Employment Application found online at www.onondagaeearthcorps.org/jobs

Guidance and materials can be found on our website at www.onondagaeearthcorps.org/jobs

Send or drop off application materials to:
Onondaga Earth Corps, Inc.
490 W Onondaga St.
Syracuse, NY 13202

