



Position Description: Administrative Manager/Bookkeeper

Reports to: Executive Director and/or designee

Salary Grade/Hourly Rate: \$18 - \$20/hour based on experience

Type: Hourly; 20-25 hours/week

Schedule: Weekday hours with some evening hours

Waterbury Bridge to Success (BTS) Community Partnership is a cross-sector partnership of over 90 community and civic leaders, educators, and organizations. By centering racial equity, we work collectively to achieve equitable change by empowering Waterbury's children, youth, and families, to be successful in school, career, and life. To ensure the success of all children in Bridge to Success, we are focused on results, improving upon what works, and changing what does not. We recognize that every individual and organization that impacts our children's growth, from cradle to career, is accountable, and that our collective voice is a part of a solution.

POSITION SUMMARY

The Office Manager works closely with the Executive Director to ensure efficient operation of the agency. The position is responsible for ensuring that administrative functions are completed accurately and prior to deadline. In addition to supporting daily operations, performing general secretarial and clerical duties. The Office Manager is expected to identify opportunities to improve workflow and processes for the organization including Executive Director. This employee will be responsible for planning and coordinating staff for Agency functions and must possess good judgment, problem-solving skills and have the ability to resolve difficult situations and complaints in the best interest of the partners, community, and organization.

DUTIES AND RESPONSIBILITIES

1. Coordinate all administrative functions for agency staff, invoicing for services, payroll, grant and fiscal support, customer service/support point of contact, etc.
2. Ensure reception function is covered during office hours as applicable
3. Perform secretarial duties that include but are not limited to typing, filing, copying, phone coverage, ordering supplies, scheduling, and setting up meetings, as applicable, etc.
4. Provide secretarial support for agency staff as requested by BTS team and approved by the Executive Director
5. Compile and coordinate all communication including minutes of BTS Council and Committees of the Council's meetings and confidential/special meetings as assigned.
6. Work with Director of Community Impact and Marketing on maintenance of the organization's donor database and prepare donor materials.
7. Develop and respond to written, electronic and verbal correspondence for the Executive Director as requested
8. Advise Executive Director of potential problem situations or concerns raised by community, Council, partners and/or staff
9. Improve and maintain office file system including maintenance of necessary office supplies and serve as contact person for all office equipment vendors



10. Provide information regarding BTS programming and resources to those calling for information
11. Participate in formal/scheduled supervision with the Executive Director and Team Meetings as scheduled
12. Other duties as assigned

SUMMARY OF SKILLS AND KNOWLEDGE

The Office Manager must accommodate a flexible work schedule that includes evenings. They will be proficient in the use of MS Word, Excel, Google Docs, PowerPoint, and MS Publisher; Canva a plus. The Office Manager must have strong organizational and interpersonal skills. The ability to communicate clearly in oral and written form is essential. A working knowledge, understanding and/or capacity to support an anti-racist, culturally relevant and rooted organizational approach. Additionally, they must effectively handle confidential conversations content, and/or information, have the ability to prioritize work and office needs with minimal supervision, and independently perform a variety of work in an organized manner always meeting assigned timeframes. The position needs to be able to manage a broad variety of tasks, self-initiative and incorporate creative problem-solving skills.

QUALIFICATIONS

Education/Experience: High School Diploma minimally required with lived and work experience considered in lieu of a degree or certification. Associate degree, completion of a secretarial program and/or two years experience as an Administrative Assistant a plus. Related work/lived experience may be considered in lieu of education. Must have a valid CT driver's license. Bilingual a plus (Spanish, Albanian, and/or Portuguese)

WORK ENVIRONMENT CONDITIONS

The Office Manager works in a typical office setting that is ADA compliant. They may share space with other office staff and work with other staff in close proximity. In addition, work can and may occur remotely. Access to WIFI/

PHYSICAL DEMANDS/ ADA

A typical day includes sitting, standing, bending, walking, lifting, keyboarding, and phone work. Additionally, the employee may need to drive and climb stairs.

Equal Opportunity Employer

'United Way of Great Waterbury (UWGW) serves as our fiscal agent/employer of record. UWGW is an equal opportunity employer.

For consideration, please forward via email cover letter, resume and salary requirements to communications@waterburybridgetosuccess.org with 'Waterbury Bridge to Success's Office Manager/Bookkeeper" in the subject line. Thank you.