



Job Description: Office Manager

Employment Type:	Part-Time, Non-Exempt (20 hrs/week; eligible for overtime after 40 hrs/week)
Assignment:	In-person. Monday-Friday. Occasional nights and weekends (event support).
Compensation:	\$20-30/hour, depending on experience
Reporting to:	Chief Executive Officer

Position Summary

The Office Manager plays a crucial role in ensuring the smooth operation of our non-profit organization. This part-time position requires a highly organized, detail-oriented individual who can manage multiple tasks efficiently and provide administrative support to our team.

Duties/Responsibilities

Office Administration

- Oversee daily administrative operations, including welcoming guests, mail distribution, inventory management, and office supply procurement.
- Serve as the primary point of contact for external inquiries, including phone calls and emails, providing timely and courteous responses.
- Coordinate meeting schedules, prepare agendas, and take minutes during meetings.
- Maintain organized filing systems for important documents and records.
- Collaborate with staff to implement office policies & procedures and ensure compliance with regulatory requirements.

Human Resources

- Onboard new hires and volunteer mentors.
- Process employee separations.
- Deploy employee surveys and evaluations from human resources platform.
- Run reports of human resources data.

IT

- Serve as first point of contact for IT support to team members.
- Liaison to IT contracted services.
- Track technology inventory.

Finance

- Support the financial management of the organization by processing invoices and receipts.
- Maintain vendor and contractor records.

Event Support

- Assist in the planning and execution of events and fundraisers.

Supervisory Responsibilities

- May direct the work of clerical employees in lower job classifications.
- May assist in training newly hired clerks (e.g. Work Study students assigned to office clerk roles).

Required Skills/Abilities

- Proven experience in office administration or a similar role.
- Excellent organizational and time-management skills.
- Strong communication and interpersonal abilities.
- Intermediate to proficient skills in Microsoft 365 (Office Suite and Admin Center).
- Familiarity with basic accounting principles and financial management.
- Ability to work independently and as part of a team.
- Preferred: Bilingual, English/Spanish

Education and Experience

- Associate degree required; Bachelor's degree in related field preferred.
- Two to five years of experience in an administrative role.
- Preferred: Intermediate to proficient experience with human resources software.
- Preferred: Intermediate to proficient experience with CRM systems, databases, and/or QuickBooks.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.

About SPEF

Founded in 1996, the Stamford Public Education Foundation (SPEF) is a registered 501(c)3 non-profit organization focused on elevating student success by delivering educational programs and solutions that promote equitable access to quality public education in Stamford. Programming includes mentoring, tutoring, book distributions, parent leadership training, Pre-K experiences, and more.

As an organization, SPEF envisions a community in which every student is prepared and inspired to thrive. Further:

- We believe all students have the right to benefit equally from a quality public education.
- We believe SPEF has a responsibility to eliminate barriers that hinder students' success.
- We believe SPEF has strategic relationships and unique insight to support students in their pursuit of happiness.

SPEF is committed to policies and procedures that promote diversity, equity, and inclusion in all facets of its operations.

Benefits: Paid Sick Leave

SPEF hourly employees are paid for up to 40 hours of sick leave per calendar year. Sick leave is earned at a rate of one hour per thirty (30) hours worked until the 40 hour maximum is reached.

Equal Opportunity Employer

SPEF is an equal opportunity employer, in compliance with state and federal statutes, we prohibit any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran, or status in any group protected by state or local law where we operate.

To Apply

Interested candidates should send a cover letter **and** resume to employment@spefct.org with "Office Manager" in the subject line. Applications are also welcome via Indeed at <https://www.indeed.com/cmp/Stamford-Public-Education-Foundation>.