

## Project Coordinator – Non Profit, Part Time Position

Katelynn's Closet, an established nonprofit serving children on the Cape & Islands, is hiring a PT Office Manager for approximately 20 hours/week. The position is flexible but requires the PC to be onsite a minimum of two set days per week and other times as needed.

### **Office Manager Job Responsibilities:**

- Manages all communications (incoming and outgoing) via phone, email, website in a timely and professional manner; including writing thank you notes and donor acknowledgement letters;
- Maintains office systems and tracks all orders accurately;
- Builds and maintains relationships with existing and new stakeholders (partners, press, volunteers, donors, etc.) and represents KLC professionally during all interactions;
- Keeps Board of Directors informed by preparing and analyzing productivity reports; summarizing information; identifying trends;
- Assists Treasurer in preparing an annual budget and monthly financial reports; creates monthly activity report for Board; attends monthly Board meetings;
- Manages fundraisers and events in conjunction with Board of Directors, volunteers and committees or contractors;
- Identifies, schedules and records expenditures, collects and records receipts;
- Schedules, trains, assigns and assists volunteers; prepares orders as needed;
- Picks up, sorts and delivers mail, donations, etc.;
- Maintains a presentable workspace, including light cleaning and trash removal;
- Shops for clothing, gift cards, etc. as needed; take weekly inventory;
- Posts on Facebook weekly and helps maintain website with contractor, providing content and updates as requested;
- Coordinates with social service agencies to pick up/deliver orders.

### **Office Manager Qualifications / Skills:**

- Strong organizational skills with a keen attention to detail
- Excellent and professional communication skills
- Trustworthy and honest
- Ability to understand and maintain confidentiality
- Reporting, tracking and compliance of finances
- Delegation/supervision of volunteers
- Inventory control

### **Other:**

- Valid drivers license and clean driving record
- Reliable vehicle
- Must pass a CORI/SORI checks prior to hire

### **Education and Experience:**

- High school diploma, GED, or equivalent
- Two to three years' experience in an office setting, nonprofit experience a plus
- Proficient with computers and office software including (but not limited to) Microsoft Word, Excel, Quickbooks, Constant Contact and Social Media

No phone calls, please. Send resume with cover letter and at least two professional references to: [info@katelynnscloset.org](mailto:info@katelynnscloset.org).