



OFFICE MANAGER

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to improve the health of people and neighborhoods by investing in quality affordable housing, healthy food, educational opportunities, and community building.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

- Provides hospitality and information to visitors, volunteers, callers, and online inquiries from the reception desk at Matthew 25.
- Helps to field event and catering inquiries and ensures that the events calendar is up to date and maintained.
- Ensure thank you letters for donations and volunteers are sent in a timely manner.
- Acts as an Executive Assistant to the Executive Director, assisting with calendar management, Board Support, ensuring accurate Board meeting minutes, creates Board packets in advance of meetings and maintains correspondence and records.
- Sends Board notices and correspondence in a timely manner.
- Oversee office technology, including phone, computers, internet, and automatic door and security systems, escalating to appropriate contacts for support as needed.
- In support of the programs, coordinates all Matthew 25 recruitment activity, coordinating advertisements and organizing responses and interviews.
- Ensures all Matthew 25 new hires have IT setup and building access for their first day and assists the Director of Operations with onboarding activity.
- Coordinates with appropriate staff to ensure a welcoming environment and appearance of the building and surrounding grounds.
- Responsible for maintaining appropriate levels of office supplies.
- Maintain M25 Google workspace including emails, calendars and drives.
- Receive and process rents, donations and other incoming monies.
- Create the monthly team newsletter.
- Display and promote company values.
- Be the first point of contact for all facilities issues and coordinate response and repair.
- Training and supervision of any reception volunteers.
- Other duties as assigned.

SKILLS AND ABILITIES (include but are not limited to the following)

- **Commitment to the organization's mission.**
- **Cheerful and outgoing personality.**
- **Compassionate collaborator;**
 - Caring about economically challenged people and neighborhoods.
 - Desire and drive for your work to contribute to an inclusive and sustainable society.
 - Ability to work effectively across departmental teams and on multiple projects.
- **Reliable excellence:**
 - Exceptional phone skills.
 - Outstanding customer service skills.
 - Strong written and verbal communication skills with prevalent professional demeanor.
- **Solutions driven:**
 - Ability to work in a fast paced, rapidly changing, and regulated environment.
 - Uses good judgment when making decisions.
 - Tech-savvy; proficient in Microsoft Office Suite and Google Suite products and ability to learn new systems quickly.
 - Recommend process improvements for increased efficiencies.
- **Unwavering integrity:**
 - Ability to work independently.
 - Ability to handle sensitive and confidential situations and documentation.
- **Inspired to act:**
 - Intrinsically motivated; willing to jump in and help where help is required.
 - Excellent problem solving skills and solutions driven .

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- 4+ years of related education and/or experience in office administration and data keeping required.
- Solid understanding of technology systems in an office environment, experience working with the Google office platform is a plus.
- Previous HR administration or recruitment experience is a plus.
- CRM database experience is a plus.
- Holds a full clean drivers license.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit an average of 6-7 hours per workday.
- Stand an average of 1-2 hours per workday.
- Walk an average of one hour per workday.
- Bend/Stoop – Rarely (1-2 times/day).
- Squat – Rarely (1-2 times/day).
- Reach above shoulder level – Rarely (1-2 times/day).
- Up to 10 lbs of weight carried – Occasionally
- Up to 10 lbs of weight lifted – Occasionally

- Hands used for repetitive action: Fine Dexterity (i.e., typing, writing, filing) – Constant (greater than 25 times/hour).

BENEFITS

Benefits include PTO, Health Insurance, Simple IRA match, Short-Term Disability, and paid holidays. Access to Dental Insurance, Vision Insurance, FSA and HSA is also available.