



# Office Manager

## Job Description

### GENERAL

- Organization:** Youngstown Neighborhood Development Corporation (YNDC)
- Background:** In February 2009, the Youngstown Neighborhood Development Corporation (YNDC), a multifaceted neighborhood development organization, was launched in partnership with the City of Youngstown and Raymond John Wean Foundation to catalyze strategic neighborhood reinvestment in neighborhoods throughout the City of Youngstown. The YNDC will transform neighborhoods into meaningful places where people invest time, money, and energy into their homes and neighborhoods; where neighbors have the capacity to manage day to day issues; and where neighbors feel confident about the future of their neighborhood.
- Mission:** The Youngstown Neighborhood Development Corporation is committed to improving the quality of life in Youngstown by building and encouraging neighborhoods of choice for all.
- Title:** Office Manager
- Work Schedule** Full time  
40 hours per week, evening and weekend work required

Under the general direction of the Executive and Assistant Directors, the Office Manager will be responsible for running the office in an efficient and effective manner by handling necessary administrative functions and needs. The Office Manager will assist with all aspects of the organization's work under the direction of the Executive and Assistant Directors.

### SKILLS/QUALIFICATIONS

1. Associate's degree in business administration, nonprofit management, office management, human resources or related field from an accredited college or university required. Bachelor's degree in business administration, nonprofit management, office management, human resources or related field from an accredited college or university preferred.
2. Two years of increasingly responsible experience in office management or a related field.
3. High level of professional ethics.
4. High degree of initiative and independent judgment.

5. Ability to always maintain a positive attitude in relating to staff, clients, Board members, and other community representatives.
6. Excellent written/oral communication and listening skills, and ability to utilize new technologies for communication.
7. Strong analytical and problem solving abilities.
8. Openness to learning and eager to grow and develop skills and abilities.
9. Ability to work effectively with key partners.
10. Experience in working with neighborhood constituencies in urban neighborhoods.
11. Understanding of nonprofit organizational structure and related material.

## **RESPONSIBILITIES**

### **Administrative:**

1. Maintain office files including: creation of new files/filing systems and handling of all filing.
2. Maintain office equipment and furnishings, including: the scheduling of routine maintenance and repairs, and researching new or replacement equipment, as needed.
3. Maintain and order all office supplies for the office including: paper products and other items needed for meetings and events.
4. Coordinate scheduling, planning, and materials for meetings of the Board of Directors and other groups as requested.
5. Reserve meeting space, handle food arrangements, and prepare room set up for meetings.
6. Schedule and coordinate arrangements for staff travel as needed.
7. Maintain the office in a clean and orderly fashion including the conference room before and after meetings.
8. Prepare documents and packets for Board and committee meetings and distribute materials in a timely manner.
9. Prepare minutes for Board and committee meetings in a timely manner.
10. Produce and proofread a variety of correspondence including: faxes, agendas, letters, memos and other communication generated by staff.
11. Complete daily computer backups.
12. Maintain a high level of proficiency with grant management as needed.
13. Maintain the grants database including: monitoring grant report due dates, generating reminders to staff, and other necessary reports.
14. Ensure the computer hardware and software is properly maintained and updated.
15. Maintain the organization's communication lists for the Board, committees, and other stakeholders.
16. Develop and maintain a system for tracking employee time off.
17. Assist in preparing information needed for the annual report, web site, and other marketing materials.
18. Ensure timely and accurate payment of invoices and other bills.
19. Assist with special projects as requested.
20. Assist the Executive and Assistant Directors with administrative and other duties as assigned.

### **Communications:**

1. Answer and screen telephone calls.
2. Arrange conference calls as requested.

3. Greet and direct office visitors in a gracious, friendly and professional manner.
4. Process all incoming and outgoing mail.
5. Respond to telephone, email, and written inquiries for grant guidelines and other information.
6. Communicate with clients, neighborhood residents and volunteers regarding events and projects.

To apply, please send cover letter, resume and salary requirements to:

Youngstown Neighborhood Development Corporation  
201 E. Commerce Street,  
Suite 140  
Youngstown, Ohio 44503  
Phone: 330.480.0423  
Fax: 330.743.1322  
Email: [info@yndc.org](mailto:info@yndc.org)  
Website: [www.yndc.org](http://www.yndc.org)

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