



Position Title: Office Manager
Reports To: Chief Executive Officer (CEO)
Status: Exempt/Full-Time or Consultant
Location: Boys & Girls Club of New Rochelle, New York

Boys & Girls Club of New Rochelle Mission

To enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens.

Boys & Girls of New Rochelle Organization

Founded in 1929, the Boys & Girls Club of New Rochelle (BGCNR) has been a place of hope and opportunity serving thousands of youths and has been an integral part of the New Rochelle community, offering youth safe and achieve-driven programming, focused on the whole child, encompassing academics, mental wellness, fitness, leadership, and civics.

Today, we serve over 7,000 youth each year, at two clubhouses and 16 school-sites. We offer after-school, before-school, elective, lunchtime, and summer programming designed to maximize positive impact and drive successful outcomes.

It is an exciting time to be at the BGCNR as we continue to expand school-sites in New Rochelle, Larchmont, Mamaroneck, Ossining, introduce and expand innovative programs and activities, grow high need areas (health and mental wellness, STEAM/STEM, workforce development) and we have a new state-of-the-art Remington Clubhouse opening in 2023.

General Position

The Office Manager coordinates administrative systems and procedures to support Club operations. Serves as a liaison with vendors and suppliers to maintain equipment and supplies. Maintains office calendar of events and deadlines and monitors workflow. Trains staff in office processes and procedures and equipment use. Assist with resource development and events, financial recordkeeping, Human resources, and other tasks as needed.

Key Position Responsibilities

Resource Management

1. Ensure appropriate maintenance and operation of the equipment.
2. Liaison with outside vendors and IT Support.
3. Train staff and others in processes, procedures, and use of Club equipment.



Risk Management and Maintenance

4. Ensure adherence to appropriate standards and procedures.
5. Maintain appropriate records and filing for Finance, Resource Development Donor information, Background checks, etc. Document management and contracts.
6. Assist CEO in administrative tasks as needed, including donor and grant preparation, presentation and files, board reports, et al.
7. Assist Resource Development with development and management of donor database updates, event planning and mailings.
8. Assist Chief Financial Officer with recordkeeping including incoming check receipt log, management of grant files, reports and deadlines, and coding of vendor invoices.
9. Office management: Primary phone contact; Order all office supplies, create, and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication, and safety.
10. Point of contact for IT and phone services.

ADDITIONAL RESPONSIBILITIES:

1. Liaison with site directors and provide support as needed.
2. Identify opportunities for improved procedures.
3. Alert supervisors, relating to facility safety issues.
4. Provide back up for member manager.
5. Assume other duties as assigned.

Relationship:

Internal: Maintains close, daily contact with Club professional staff to ensure a clean, healthy, safe, positive environment is created. Maintain records, and provide organizational guidance on deadlines, procedures and other club needs.

Required Knowledge, Skills and Abilities

- High school diploma required. Bachelor's Degree from an accredited institution of higher education preferred.
- Combination of education, training, and experience equivalent to five years in office administration role.
- Discretion and ability to handle confidential issues.
- Action-orientated and entrepreneurial self-starter who can work well independently and in teams.
- Bi-lingual in Spanish preferred.
- Demonstrated knowledge of processes related to office management, including accounting, HR, payroll, and development; and desire to learn.



- Strong organizational skills and attention to detail, excellent customer service and communication skills.
- Highly entrepreneurial, resourceful, and flexible; ability to work in a hands-on environment.
- Goal-oriented and thrives in an environment of accountability and continuous improvement.
- Proficient in MS Office Suite including MS Word, Excel, PowerPoint, and Outlook.
- Knowledge of Microsoft suite, Google and familiarity with HR and Development databases.
- Ability to pass background screening including background screening.
- Understanding of standards and procedures, and core values of BGCNR

Physical Demands/Work Environment

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Compensation:

Compensation and benefits will be competitive and commensurate with education and experience starting at \$50K.

A resume and cover letter should be sent to Becky Mazzanobile to ensure full consideration.

- Becky Mazzanobile, 917-501-6805, bmazzanobile@bgcnr.org www.bgcnr.org

The Boys & Girls Club of New Rochelle is an EOE/employer, offering excellent benefits and a competitive salary commensurate with experience.

Send cover letter and resume to Becky Mazzanobile, CEO bmazzanobile@bgcnr.org .