



Job Title: Office Manager
Department: Operations
Reports to: President and CEO

Status: Full-Time/Exempt
Schedule: 35 Hours/Week
Monday-Friday, 9:00am-5:00pm

Job Summary

The Office Manager oversees the day-to-day operations of the office environment, ensuring that the office runs efficiently and that employees have the necessary resources to be successful (e.g., supplies, a safe work environment). The Office Manager also addresses clients' queries and complaints and creates an office environment that is clean and safe while operating within the organization's budget. They work closely with the President & CEO and the Executive Staff and advises on office management matters.

Key Responsibilities

Internal Operations and Management Systems

- Ensure the smooth running of the office and continuously improve organizational procedures and daily operations
- Address employee inquiries related to office management (e.g., supplies, hardware, travel arrangements)
- Monitor, acquire, and manage office supplies, furniture, appliances, and electronics
- Coordinate with departments to order equipment and supplies in alignment with grant requirements
- Oversee building maintenance, security, mail distribution, and general office services
- Liaise with facility vendors (e.g., cleaning, security) to maintain a clean, safe, and functional workspace
- Organize office layout and arrange necessary repairs
- Manage contracts and price negotiations with vendors, service providers, and office lease agreements
- Communicate with external vendors to ensure organizational needs are met
- Support Finance with purchasing activities and monthly reconciliation tasks
- Oversee risk management and legal activities, including contracts, leases, and insurance procurement
- Facilitate organizational work models, meeting scheduling, and office events
- Assess and improve internal management systems for operational efficiency and strategic planning
- Supervise administrative and front office staff
- Report office management progress to the President and CEO
- Other duties as assigned by the Supervisor





Informational Technology (IT)

- Oversees the maintenance of the agency's management information systems
- Manages relationships with IT consulting firm
- Ensures that staff have IT infrastructure in place to operate maximally
- Reviews and approves all IT hardware and software purchase requests
- Annually reviews the contract for consultancy renewal and submits it to the CEO for approval

Qualifications

- Bachelor's degree in business management
- A minimum of 5 years of professional leadership experience in positions of administration or operations
- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions, and handle vendor contracts, among other tasks
- Excellent organizational and time management skills, with the ability to multitask and prioritize effectively
- Strong interpersonal and leadership skills to manage staff and resolve challenges
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Proficiency in Microsoft Office Suite and familiarity with office equipment (e.g., copiers, printers, postage machines, telephones)
- Must be able to move or carry objects or materials
- Must be able to travel to schools and all office locations

Salary: \$65k

CHCF offers a comprehensive employee benefits package

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