



501 East Miner Street
West Chester, PA 19382

OFFICE MANAGER

WEEKDAYS MON-THURS 10AM-3PM, FRI-10:00AM-4:00PM (26 hours)

Reports to: Executive Director

PAY: NEGOTIABLE DEPENDING ON EXPERIENCE

GENERAL JOB DESCRIPTION: The person filling *the regular, part time* position of the Office Manager of the Charles A Melton Arts and Education Center (TMC) is responsible for the administrative and office support of the Executive Director and Events Coordinator, as well as the Board leadership. These responsibilities (in no order) include but are not limited to:

- Monitor voicemail and email messages and provide information to appropriate staff. Provide any follow up as needed.
- Distribute postal mail to appropriate staff and coordinate outgoing mail shipments.
- Handle incoming visitors and phone calls.
- Monitor and order office and cleaning supplies while working in collaboration with Rental Manager, Covid Services and Communication Manager
- Alert appropriate personnel of any needs.
- Update and monitor online calendars, weekly and monthly schedules.
- Assist Executive Director in advocacy, fundraising, and fiscal management.
- Update and manage filing systems.
- Create flyers and documents as needed.
- Assist with Community events and activities
- Assist Communication Manager as needed
- Attend weekly staff meetings and provide the minutes to all staff members
- Schedule meetings between Executive Director and community
- Record rental income and send invoices as necessary
- Schedule community service volunteers and delegate tasks as necessary
- Assist with Donor software input and date entry
- Assist with mail chimp e-mail mass mailings

- Coordinate seasonal, sports leagues and open gym rentals

Qualifications and Skills

- Must be proficient in MS Word, Excel, and donor software programs as well as knowledge of QuickBooks Online
- Demonstrated written and oral communication skills
- Experienced administrative professional who is dependable and highly organized
- Demonstrated ability to work independently and as a team

Please send your resume and cover letter to Ken Winston at kennethwinston1@comcast.net.