

Office Manager

Parent/Professional Advocacy League is a small but impactful nonprofit working to make things better for children with mental health needs and their families. Based in Boston and Worcester, our team works with families across the state who need help navigating services in behavioral health, juvenile justice and education. Our work depends on people who are committed, caring and self-motivated and can be both a self-starter and a great team member.

The Office Manager is a part time position based in the Boston office and is responsible for creating an efficient and welcoming environment. If you are organized, energetic and relentless about getting things done, we'd like to talk to you.

Responsibilities

Administrative:

- Develop and maintain systems for incoming and outgoing communications, including phone calls, packages and mail.
- Communicates and distributes all-staff announcements and manages follow up
- Maintains and creates appropriate online and offline filing systems
- Oversees procedures and maintains operational forms and records
- Track and manage inventory of office supplies
- Manage office equipment (copier/printer, phones, computers, water dispenser) and manage relationships with relevant vendors and providers
- Assist with photocopying and completion of reports
- Plan, organize and attend quarterly board meetings as well as record and submit minutes
- Makes travel, meeting and event arrangements

Financial:

- Maintain invoice filing and tracking
- Monitors and manages vendor and consultant contracts

Personnel/Human Resources:

- Prepares and maintains all confidential records and files
- Tracks employee time off in accordance with company policy
- Managers biweekly payroll worksheet and coordinates with payroll company
- Coordinates with health and dental and other insurance

Qualifications

- Minimum 2-4 years office experience, nonprofit environment a plus
- Excellent organizational and administrative skills
- Strong written and verbal communication skills
- Ability to multi-task with strong attention to detail
- Ability to meet agreed upon deadlines consistently
- Proficient in MS Office Suite

This is part-time position of 20-25 hours per week. Salary range is \$22-25/hour

Must have a strong desire to support PPAL's mission of improving the mental health and wellbeing of children and families. Experience raising a child with emotional or behavior needs, or another connection to the mission is a plus.