



JOB POSTING – CANCER CONNECTION, INC.

TO: All Staff and Volunteers of Cancer Connection, Inc.
FROM: Beverly L. Herbert, Executive Director
RE: Position Opening: Cancer Connection is recruiting for an Office Manager
DATE: April 8, 2019

Position Title: Office Manager

FLSA Status: Non-Exempt, Hourly

Work Schedule: 30 hours per week, Monday - Friday, with some evening and weekend work required

Benefits: Paid time off, health insurance, holidays, a caring community, and opportunity to offer hope.

Job Description/Summary: The office manager provides direct supervision of the organization's administrative and office services, coordinates the organization's logistics involved in running the organization, including the Center and the Thrift Shop, performing a variety of duties in compliance with agency policies and procedures, pertinent to the success of an efficient and effective organization. Office manager supports the Executive Director in the execution of governance and operation matters, provides clerical and administrative support by preparing documents essential to the operation of Cancer Connection, assists in maintaining database for both participant services and donor relations, advances the mission and the spirit of the organization by warmly greeting and welcoming visitors to the Center, and supports the organization's work to strategically enhance and expand its outreach, diversify its revenue, and enable quality services, programs, and befriending delivery to persons facing cancer, their families, and caregivers.

Supervision Received: Executive Director

Direct Supports: Office Assistant and Program, Development, Engagement Coordinator (new position)

Key Requirements: Passion for mission of Cancer Connection and those served; Bachelor's degree in business administration or a related field or equivalent work and/or volunteer experience; at least 2-3 years of managerial experience; experience with computer programs; experience with data base management; financial expertise; ability to plan their work and work independently; work they love.

Preferred Knowledge and Abilities: Ability to set goals, timelines and meet them, takes direction and correction, flexibility, confidentiality, work well in fast-paced environments, bi-lingual.

Starting Salary Range: \$18/hr. - \$19/hr.

Application Deadline: Reviews will begin immediately continuing until position is filled.

To apply: Send resume and letter of interest to Beverly L. Herbert, Executive Director.

- Mail applications to Cancer Connection, Inc., 41 Locust Street, Northampton, MA 01060.
Write: Office Manager on envelope.
- Email applications to bherbert@cancer-connection.org. Write Office Manager in subject line.
- Fax applications to (413) 280-0223. Write Office Manager in subject line.

Cancer Connection, Inc. has demonstrated a commitment to issues of diversity. We welcome all and encourage all applicants to apply. EOE/AA.