CANCER CONNECTION

"a haven of strength and hope for more than 20 years"

JOB POSTING – CANCER CONNECTION, INC.

RE: Position Opening: Cancer Connection is recruiting for an Office Manager
DATE: August 29, 2021
Position Title: Office Manager
FLSA Status: Non-Exempt, Hourly
Work Schedule: Full time, 40 hours per week, Monday - Friday, with some evening and weekend work required
Starting Salary Range: $18.50/hr. - $19.50/hr.
Supervisor: Executive Director
Benefits: Paid time off, health insurance, holidays, a caring community, and opportunity to offer hope

Job Description/Summary: The Office Manager supports the Executive Director, Center Director(s) and Thrift Shop Manager performing a wide variety of administrative duties to maintain compliance with agency policies and procedures and advance the mission and the spirit of Cancer Connection. The Office Manager will maintain the spirit of Cancer Connection by supporting the organization's work to diversify its revenue, and enable quality services, programs, and befriending delivery to persons facing cancer, their families, and caregivers.

The Office Manager supports the Executive Director in the execution of governance, operations, and human resource matters to ensure an efficient and effective organization. This role supports the Center Director(s) and Thrift Shop Manager in the preparation of essential documents, maintenance of the participant services and donor databases, and assists the Thrift Shop operations with clerical and administrative support.

The Office Manager travels locally in Northampton, MA between the Administration Offices/The Center, and the Thrift Shop.

Direct Reports: none

Key Responsibilities and Duties:
Responsibilities will include, but are not limited to the following:
- Support the Executive Director, Center Director(s), and Thrift Shop Manager in office administration matters.
- Process HR and benefit paperwork such as New Hire Onboarding, Offboarding and Leave Administration forms. Assist Executive Director in all HR related matters.
- Work cooperatively with the bookkeeper and Finance Manager processing mail and daily cash deposits. Support Finance Manager in payroll processing.
- Manage office space and organization operations.
- Manage supplies and equipment.
- Manage required licenses, insurances, and registrations.
- Manage processing of donations and acknowledgements.
- Maintain donor database.
- Prepare Board of Directors meeting packages and take meeting minutes. Schedule meetings and interact with the Board of Directors.

- Prepare orders for office supplies as needed.
- Review, track and prepare budgets, maintain records and relevant office systems.
- Prepare, maintain, and update office policies, procedures, and practices.
- Be able to greet people who drop in outside of befriending hours in a friendly and appropriate manner without assuming befriending role.

Requirements:

- Passion for the mission of Cancer Connection, Inc.
- Bachelor's Degree in business or a related field is preferred, or equivalent experience and education.
- Five years of office administration, management, or volunteer experience in a non-profit, mission driven environment.
- Experience in Human Resources preferred.
- Ability to interact with Board Members, co-workers, participants, volunteers, donors, sponsors, and the community in a professional and polite manner.
- Strong MS Office, project management, video conferencing and on-line giving platform skills
- Strong fundraising and program tracking database management skills
- Financial expertise is a plus
- Ability to handle and adapt to diverse environments
- Ability to plan their work and work independently.
- Excellent communication, problem-solving, and managerial skills
- Desire to learn.
- Work they will love.

Application Deadline: Application review will begin the week of September 20th with interviews scheduled shortly thereafter continuing until position is filled.

To apply: Apply at www.Indeed.com providing requested information, including a letter of interest, resume, and Indeed assessments. Your questions can be sent though Indeed also; please write Office Manager in subject line.

Cancer Connection is an Equal Opportunity Employer.
Cancer Connection, Inc. has demonstrated a commitment to issues of inclusion, diversity, equity, access.
We welcome and encourage all eligible applicants to apply.