



August 2019

POSITION TITLE: Part time Office Manager

ORGANIZATION BACKGROUND:

Mission: Campus Philly is a nonprofit organization that fuels economic growth by encouraging college students to study, explore, live and work in the Greater Philadelphia region.

Vision: We help students fall in love with Philadelphia and launch their careers here after they graduate. We work with 30+ college and university partners, 50 arts and culture organizations, hundreds of employers and many of the most dynamic non-profit and civic groups in the city.

Job Description: Campus Philly is seeking a part time Office Manager to support a staff of 11 with various office operations. The role is 24 hours per week, Monday-Thursday, 9 AM – 3 PM. Office operations included in this role are:

- Liaison to Campus Philly's back office service providers (accountant, tech support and insurance);
- Reception of guests in person and over the phone;
- Basic HR functions, including onboarding and exiting employees, timesheets and employee benefits liaison, planning staff celebrations and team outings;
- Office support including ordering supplies; office maintenance; liaison with building management; large office mailings, etc.

Specific Areas of Responsibility:

- Office maintenance:
 - Supplies (maintain, order, put away)
 - Cleanliness (reminders to staff; liaison with building cleaning services)
 - Technology (printers, computers, routers, passwords, etc)
 - Coordinate insurance renewals – business and event – for Campus Philly president
 - Answer phone and transfer calls
 - Greet all guests at front door – offer water, bring them into conference room, etc.
 - Open & distribute mail
 - Maintain office subscriptions
- Human Resources:
 - Collect timesheets; track employee paid time off
 - Organize, distribute and coordinate benefits: Transitcheck; Vanguard; Health, Dental,
 - Organize staff onboarding and separations
 - Organize all office celebrations including birthdays, life events, team retreats/activities



- Accounting:
 - Organize invoices and checks for accountant
 - Maintain and record Petty cash
 - Maintain AMEX expense report – monthly
 - Create and submit Campus Philly invoices
 - PayPal account maintenance
 - Staff reimbursements
 - Liaison to accountant and auditor
- Mailings
 - Coordinate and execute large mailings: Annual Report; college partner renewals; career service packets; Insider Guide distribution
 - Maintain postage meter
- Support for Campus Philly president:
 - Field calls and check calendar to coordinate conflicts and plan large meetings
 - Meet weekly to sign contracts/agreements, checks and PAFs
 - Mail thank you's or any mailing DD needs to send out
- Support for Campus Philly Board of Directors
 - Board meeting support (snacks; room reservations; email/print packets)
 - Maintain current board contact list
 - Communicate with board as needed throughout year (attendance; etc)

Preferred Skills and Abilities:

- Skilled in the Microsoft Office Suite (Outlook; Word; Excel)
- Customer service orientation (in serving staff internally; greeting guests externally; and dealing with partners and vendors over the phone)
- Familiarity with budgets and spreadsheets
- Ability to conduct business with online vendors (filling out online forms; accessing online applications such as PayPal and other vendors)
- Ability to lift and carry office items and supplies
- Organized and detail-oriented

Salary & Application: Position to start in August/September 2019. Hourly rate: \$18-\$20 depending on experience. This position is 24 hours per week with no paid benefits. The Campus Philly office is closed for national holidays and the week between Christmas and New Years. Those interested in the position should submit a cover letter and resume to Deanna Crusco (deanna@campusphilly.org). No calls please.

Campus Philly is an equal opportunity employer. It is the policy of Campus Philly to provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex,



political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors.