



GROWING HOME

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Office Manager

Growing Home, Inc. is a non-profit social enterprise that provides job training for low-income individuals in Chicago through organic agriculture. Our program provides experiential learning opportunities and employment in the horticulture field, as well as a unique job-readiness curriculum that helps reintroduce participants back into the workforce. Through our USDA-certified organic farms, we also seek to provide healthy, fresh food and food education to our neighbors in Englewood.

We offer a diverse, energetic and mission-focused environment for our employees.

The Job

Growing Home, Inc. is seeking an experienced, reliable, well-organized and efficient Office Manager who appreciates a fast-paced team and an enjoyment of creating and maintaining a pleasant work environment. The Office Manager is responsible for the organization and maintenance all office operations and procedures while providing direct support to the Executive Director. Duties include but are not limited to the following:

Responsibilities

- Oversee and support all administrative duties in the office and ensure that the office is operating smoothly.
- Provide Executive administrative support as necessary, including scheduling meetings, maintaining calendars, arranging travel, doing research, and creating reports.
- Develop and implement a system for tracking and long-term program achievements, and progress of the strategic plan implementation.
- Work with Department Directors and the Development Director to increase brand awareness through press outreach and marketing.
- Coordinate with Department Directors and the Development Department program-related print and web materials for external audiences.
- Managing the donor/constituent database including donor acknowledgements, etc.
- Manage office supplies inventory and place orders as necessary.
- Manage relationships with outside vendors (including price negotiations)
- Perform receptionist duties: greet visitors, and answer and direct phone calls.
- Receive and sort incoming mail/deliveries and manage outgoing mail.
- Assist with preparing and maintaining budgets, including processing of purchase orders, expense reports, and invoices.
- Ensure office policies and procedures are implemented appropriately.
- Maintain office calendar, schedule staff meetings, and coordinate miscellaneous office events
- Other duties as assigned

Qualifications

- Two (2) to four (4) years related experience required; administrative and/or non-profit experience preferred
- Bachelor's Degree in business administration, communications or a related field a plus

- Excellent written, verbal and interpersonal communication skills; ability to communicate clearly and succinctly with consideration to various audiences
- Passionate personal commitment to social change and equity
- Goal-oriented and highly organized self-starter who maintains high standards for their own work and the work of others
- Previous event support and/or non-profit experience preferred
- High level of initiative and exceptional problem-solving skills
- Strong collaborator who works well independently or on team projects
- Experience with Microsoft Word, Excel and Outlook. Proficiency with mail merges and calendaring required
- Must demonstrate ability to manage multiple tasks and meet deadlines

Physical Requirements

While performing the duties of this job, the employee is frequently required to stand; walk and sit. The employee must occasionally lift and/or move up to 15 pounds. There will be local travel required and some evening and weekend work. Requires ability to climb stairs, prolonged sitting, some bending, stooping and stretching, requires eye-hand coordination and manual dexterity sufficient to operate office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Primary work hours will be between 8:00 am and 4:00 pm with flexible schedule and work from home opportunities. For special events or at particularly busy times per year, the Office Manager will be required to work weekends or evening hours.

Growing Home Inc reserves the right to assign or reassign duties and responsibilities of this job at any time based on the needs of the organization.

To apply, submit an application to jobs@growinghomeinc.org. Your application must consist of a cover letter, resume, and two professional references. The subject line of your application email should be "Office Manager." Applications must be received as a single PDF document. Emails only - calls, in-person visits, and postal mail will not be accepted.