



POSITION ANNOUNCEMENT

Office Manager

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

The Office Manager will provide support to the Executive Office in assisting with the day-to-day administration and operations of the Executive Office (Administration, Fiscal, and Human Resources Offices). To be successful in this role, the Office Manager should perform a wide range of administrative and support services, be a team player, and be passionate about serving the Newark Community. The Office Manager will serve as an integral member of the Executive Office team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

Clerical and Administrative

- Oversee daily office operations, ensure well-organized, safe, and professional work environment.
- Provide administrative support, customer services, and scheduling.
- Responsible for answering, screening, and transferring all incoming calls; in charge of taking phone messages.
- Provides information to the public by answering questions and requests.
- Open, sort, and distribute incoming and outgoing correspondence.
- Performs general clerical duties including photocopying, typing, scheduling, and faxing.
- Types and designs general correspondence such as memos, agendas, forms, surveys, excel spreadsheets, presentations, charts, etc.
- Schedule and organize final interviews for Executive Office
- Coordinate special events, conferences, registration and travel arrangements for the Executive Office (Administration, Fiscal and Human Resources Offices).

- Responsible for preparing and submitting all Microix requisitions, credit card utilizations, and supporting documents for the Executive Office (Administration, Fiscal and Human Resources Offices), including office, janitorial, consumables, program supplies and other facilities maintenance orders.
- Responsible for delivering bank deposits in person.
- Manage office supplies, equipment, and inventory; coordinate purchasing and vendor relationships when needed.
- Assembles highly confidential and sensitive information.
- Maintains the HR bulletin board in compliance with federal and state regulations concerning employment.
- Coordinates and maintains records for petty cash for the Fiscal Office.
- Prepare payment requests and COGs, when needed for further vendor payments.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Responds to all the inquiries from our website and from the info@lacasanwk.org emails.
- Oversees janitor and reports any concerns to the Senior Director of Facilities and Auxiliary Services.
- Administers and observes the organization's office operations, policies, and procedures.
- Other duties may be assigned to meet the organization's needs.

Support and Training

- Provide the highest level of support to the Executive Office (Administration, Fiscal, and Human Resources Offices).
- Act as a liaison with other pillars within La Casa de Don Pedro.
- Assemble new hire information packets.
- Assist with job fairs, training room set-ups, and catering orders and set-ups.
- Provide instruction, on-the-job training, and assistance to Fiscal Office staff.

Educational & Experience Requirements:

- High School Diploma with five years of administrative or managerial experience.
- Candidate must be bilingual, with the ability to communicate fluently in English and Spanish.
- Demonstrated ability to maintain cooperative, diplomatic working relationships with co-workers, supervisors and families; work as part of a team and collaborate with colleagues & maintain a positive work ethic; complete projects on time, even when there are competing requirements and changes in assignments.
- Displays willingness to make effective decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Display the ability to prioritize and plan work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- Proficient in Microsoft Outlook, Word, PowerPoint, Excel, Microsoft Teams, OneDrive (Office 365).
- Ability to work independently and collaboratively in a team environment.
- Excellent oral and written communication skills.

Physical Requirements:

- Must be able to lift up to 15lbs.
- Be able to carry classroom supplies and/or office supplies equipment as needed.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Non-Exempt
- **SOC code:** 11-1021
- **Reports to:** Executive Assistant
- **Schedule:** Monday – Friday; 9:00am – 5:00pm. Required to occasionally work late hours and weekends.
- **Compensation:** \$25.93 per hour
- **Fringe Benefits:** Health, employee assistance program, Teladoc, vision, dental, paid time off, paid sick leave, life insurance and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasadedonpedro.org with “**Office Manager**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to a person's race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. We encourage candidates from historically underrepresented backgrounds to apply.