



Title: Office Manager
Schedule: Part-time, flexible (20-32 hrs/wk)
Salary: Competitive, commensurate with experience

Location: Boston, MA
Website: <http://icic.org>
Contact: info@icic.org

Overview

The Initiative for a Competitive Inner City (ICIC) is a national not-for-profit organization founded in 1994 by Harvard Business School Professor Michael Porter to promote economic development in America's inner cities through private sector engagement that leads to job, income and wealth creation for local residents. ICIC brings together business and civic leaders to drive innovation and action, transform thinking, and accelerate inner city business growth. Informed by our research, ICIC has developed or supported highly effective programs for underserved urban businesses to meet entrepreneurs' most pressing needs: Goldman Sachs *10,000 Small Businesses*, Inner City Capital Connections, Cultivate Small Business, and the Inner City 100. At ICIC, you will work with talented, creative and committed professionals in a collaborative culture dedicated to excellence and innovation.

Position Description

The Office Manager will support Finance, HR, and Administrative functions of the organization ensuring smooth business office operations and supporting various special projects. This is a part-time (20-32 hours a week) position. Office manager reports to the Chief Financial Officer.

Specific Duties and Responsibilities:

- Office Support
 - Serve as a first point of contact for visitors and callers
 - Ensure shared office cleanliness and order
 - Prepare desk, equipment and setup accounts for incoming employees
 - Troubleshoot phones, internet and equipment issues
 - Monitor / order supplies and food
 - Maintain hardware and software inventory; purchase computers and parts
 - Serve as a liaison with external vendors (maintenance, phone, postage machine, others)
 - Coordinate internal celebrations, office-wide meetings and trainings
 - Filter and direct internal and external inquiries
- Accounting & Finance
 - Enter bills and invoices into accounting software
 - Assist with accounts payables and accounts receivables
 - Assist with annual financial reviews – audit, renewal of benefits and business insurance
 - Assist Chief Financial Officer with miscellaneous tasks and projects

- Human Resources
 - Assist with recruitment and hiring – posting and preliminary screen candidates, verify employment history
 - Run background checks, if necessary
 - Maintain employee contact information list, org chart, email distribution list etc.
- Other tasks and projects as needed

Desired Experience and Qualifications:

- Experience working in office environment or college-level coursework required
- Excellent multi-tasking and prioritization skills
- Flexibility and strong collaboration attitude
- Excellent interpersonal skills, including strong written and verbal communication
- Ability to handle confidential information with discretion
- Strong analytical and decision-making skills
- Commitment to organizational mission and values
- Strong computer skills and proficiency with MS Office Suite
- Strong work ethic and high performance standards

ICIC is an equal opportunity employer. This a part-time position based in Boston at our Dudley Square location.

Application Details

The position will remain open until filled, and applications are considered on rolling basis. Please submit resume and cover letter answering the below questions to Samantha Hyde at info@icic.org. Please include “Office Manager” in the subject line of the email. No phone calls please.

Questions:

1. Why do you want to work at ICIC? Why are you interested in the Office Manager position?
2. Please give an example of a project or activity where you had to deal with competing priorities. How did you approach this challenge, and what were the results?
3. Please provide 1-3 specific examples of experience and/or skills you have that apply to this position.
4. Is there anything else you would like us to know about you?