

Job Opening- Office Manager

Since 1979, Literacy New Jersey (formerly Literacy Volunteers of New Jersey) has been committed to strengthening New Jersey's workforce, families and communities by ensuring that free, high quality literacy instruction is available to low literate adults in every New Jersey community.

Literacy New Jersey provides free instruction to adults who need help with reading, writing, math and speaking English. Trained volunteer tutors work with adults one-to-one or in small groups to help them improve their language and literacy skills so they can reach their life goals. Our students are at the lowest levels of literacy, including those who seek to learn English as a Second Language, improve their basic reading and writing skills, prepare to obtain their High School Equivalency diplomas, or become U.S. citizens.

The Office Manager will help ensure the organization runs smoothly, including support for program, fundraising, and finance operations. This is a 25 hr./week position. Job duties include:

- Monitor office supplies and order new supplies and instructional materials as needed
- Participate in onboarding of new staff with training on systems and procedures
- Collaborate with CEO and COO to improve office operations and procedures schedule meetings and prepare meeting materials
- Prepare weekly bank deposits **and bills**
- Provide clerical support for fundraising projects (mailings, online appeals)
- Assist with grant reporting and maintain grants calendar
- Provide clerical support for annual, statewide conference, including processing registrations and fees

This position will require some time each week in our Edison office; some work can be done remotely. The-Office Manager reports to the CEO.

Qualifications:

- Successful office work experience; prior experience in a nonprofit setting preferred
- Interest/experience in adult literacy.
- Ability to communicate effectively and clearly both orally and in writing.
- Excellent organization skills and attention to detail.
- Ability to research and prepare accurate reports
- Maintain confidentiality of information.
- Ability to prioritize and organize assigned work and meet deadlines.
- Team player able to work independently and collaboratively.
- Proficiency in Microsoft Office and Google Suite.

This is a part-time (25 hrs./week) position starting January 15, 2023. To apply for this position, please send your cover letter and resume to Elizabeth Gloeggler, egloeggler@literacynj.org.