



An Emergency Food Pantry and Referral Service for Hampshire County
265 Prospect Street Northampton, MA 01060 (413) 586-6564 www.TheNSC.org

FULL TIME OFFICE MANAGER NEEDED

The Northampton Survival Center, a non-profit emergency food pantry and referral service, is seeking an Office Manager. The Office Manager coordinates the basic logistics involved in running the Center, provides excellent financial management, offers essential database management support, and prepares documents vital to the operation of the Center. In addition, s/he advances the mission and the spirit of the organization by warmly greeting and welcoming visitors to the Center.

ESSENTIAL FUNCTIONS

Financial:

- Assumes sole responsibility for recording all donor gifts, preparing various donor reports for analyses, and compiling donor lists.
- Tracks progress of fundraising efforts.
- Initiates and manages on-line and EFT financial contributions.
- Responsible for banking, including preparing deposits, maintaining checkbook register, payment and oversight of bills, and preparing financial packets for the accountant each month.
- Updates and maintains all donor, public relations, group, and fundraising files in the database.
- Documents weekly payroll; verifies payroll reports from payroll company; maintains employee timesheet records.

Public Relations:

- Works with the Executive Director on content and design of semi-annual newsletter.
- Generates letters and address labels for all mailings.
- Maintains the Center's website and social media accounts.
- Assists with small and large event planning associated with fundraising and community relations.

Assist Executive Director:

- The Office Manager assists the Executive Director in producing correspondence, soliciting direct mail donations, assisting with grant preparation and management, greeting and thanking donors of food and money, and preparing materials for the Center's annual report and yearly audit.

Assist Program Director:

- The Office Manager assists the Program Director with program-related work.
- S/he does three hours of client intake interviews per week and full-time substitution in the event that the Program Director is away.
- Intake involves conducting client interviews, determining eligibility, identifying and making referrals to appropriate agencies and recording all relevant data.

Volunteer Support:

- Supports the Volunteer Coordinator and Program Director in managing our team of 400+ volunteers.

REQUIRED EXPERIENCE AND EDUCATION

The Office Manager must possess fluency in MS Office, including Access and Excel; excellent writing, telephone and interpersonal skills; sensitivity to the needs of persons in crisis; and a willingness to move flexibly and capably among a variety of tasks in a fast-paced setting. S/he must be proficient and comfortable with detailed financial management, and must be able to accept responsibility for opening the Center and conducting confidential client intake interviews. B.A. or B.S. required. Additional computer skills desirable: InDesign and html knowledge.

HOURS

The Office Manager will work 35 hours a week. Hours are Monday, Tuesday, Wednesday and Friday from 9 a.m. to 4 p.m. and Thursdays from 12:30 to 7:30 p.m., with some flexibility. The annual salary is \$26,000 and the position includes a full individual health plan. Starting date is anticipated to be early to mid-April.

SUPERVISION RECEIVED

Supervised by the Executive Director and reports to the Program Director as needed.

TO APPLY

Applications will only be accepted online on a rolling basis until March 12. To apply, please email resume and letter of interest to jane.nsc100@yahoo.com. Information about the Northampton Survival Center can be found at www.thensc.org