



## Hyde Square Task Force | Office Manager

**Hyde Square Task Force (HSTF)** is an award-winning creative youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston's Latin Quarter. Founded in 1991, HSTF now engages close to 500 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives. In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in order to be successful and that their voices and cultures are valued and celebrated in Boston's Latin Quarter and beyond. Our mission guides our work: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

**Position:** Office Manager, full-time, reports to the Director of Finance and Administration.

**Job Summary:** We seek a dedicated, organized, experienced, and resourceful Office Manager to manage HSTF's day-to-day office operations.

### Responsibilities:

#### Facilities

- Develop and implement an annual maintenance and facilities plan, including preventative maintenance and other tasks that will keep the facility running at high capacity.
- Work closely with vendors that keep the building running smoothly (e.g., cleaning services, HVAC, elevator). This includes scheduling routine services and promptly responding to issues as they arise.
- Assist the Director of Finance and Administration in securing bids for services and managing related contracts.
- Implement health and safety procedures as needed (e.g., fire and safety drills).
- Ensure the facility is ready for programming at the start of each session (e.g., HVAC, equipment, furniture, supplies, etc.).
- Ensure the building is maintained (trash removal, vacuuming, floor waxing, etc.) in a safe and timely manner.

#### Information Technology

- Oversee IT Consultant to ensure technology needs are met for the smooth operation of programs and overall organizational workings.
- Handle general technology questions and secure IT Consultant support as needed to troubleshoot hardware/software issues as they arise.
- Working closely with IT Consultant, maintain an inventory of all IT hardware and software.
- Work with IT Consultant to order new or replacement hardware/software as directed and/or in preparation for new program sessions in collaboration with program staff.

### **Administration and General Office**

- Maintain an updated inventory of standard office and program supplies and furniture, and plan replacements as needed.
- Conduct periodic price comparisons and place orders for supplies, equipment, and furniture as needed or as directed.
- Assist with onboarding of new employees as needed.
- Ensure regular safety and health protocols are followed and staff are trained on a regular basis, assisting with the revision or updating of protocols as needed.
- Schedule and coordinate the use of the HSTF building by outside groups, developing policies and procedures as necessary.
- Coordinate the day-to-day operation of building security, serving as liaison to safety and security providers on routine matters.
- Provide administrative support to the HSTF Executive Director as assigned, including scheduling and Board meeting preparation, room set-up, and other logistics.
- Enhance administrative processes by identifying improvements and implementing solutions that save time and improve accuracy.
- Pick up, receive, and sort incoming mail and deliveries, as well as manage outgoing mail.

### **Organizational Responsibilities**

- Actively contribute to the implementation of organizational strategic goals and objectives.
- Participate actively in team meetings, committees, organizational events, and other opportunities as assigned.

### **Qualifications**

- Associates or BA in Administration, Business or relevant experience in nonprofits preferred.
- Minimum 3-5 years of previous administrative management or clerical experience.
- Excellent computer skills, including proficiency with Microsoft Office suite and other technology.

### **Skills & Abilities**

- Excellent organizational and time management skills, with keen attention to detail.
- Ability to work cross-functionally, understanding the roles and needs of various departmental team members.
- Ability to work with minimal supervision; work independently and collaboratively as part of a team.
- Strong problem-solving and multitasking skills.
- Great interpersonal skills, ability to communicate and interact with various stakeholders.
- Ability to juggle multiple and changing priorities.

*Note: Successful CORI/SORI background checks and authorization to work legally in the U.S. are required for this position.*

**Salary:** \$60,000 - \$65,000 commensurate with experience. Benefits include: medical and disability insurance, parking, vacation time, personal days, paid holidays, paid week off December 24th - January 1st, sick time, 403(b) program, and a supportive work environment.

**How to apply:** Interested candidates should submit their resume and cover letter on or before June 9, 2023 to [officemanager@hydesquare.org](mailto:officemanager@hydesquare.org). Please include the position, Office Manager, in the subject line of the email. No walk-ins or phone calls please.

*Hyde Square Task Force is an equal opportunity provider and employer. We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view. Individuals of all backgrounds are strongly encouraged to apply.*