

Office Manager

Status: Full Time, Exempt

Reports to: Director of Operations

Summary: Movement.org seeks to catalyze leaders to spiritually and socially impact their cities and we are looking for a self-starting multi-tasker with excellent communication skills and an upbeat attitude to help improve productivity and keep office operations running smoothly. From managing our online accounts, providing basic hardware and software troubleshooting, handling office tasks such as filing, researching, and reordering supplies, to anticipating needs of our team in order to ensure seamless and positive experience, we're looking for a prepared and responsive administrative professional who is inspired and motivated by our core mission.

Duties & Responsibilities:

- Cheerful and friendly first contact for questions from our team and clients functioning as a gatekeeper for our team;
- Keeping track of and following up on requests desiring to exceed expectations at every opportunity;
- Managing online accounts with ease such as email, cloud storage, domains, software licencing, etc.;
- Handling office tasks such as mainting digital file system, setting up meetings and reordering supplies;
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails;
- Provide support for our team, specifically with making organizational procedures clear and easy;
- Conduct research and prepare reports for Director of Operations;
- Work closely with Director of Operations regularly on projects;
- Provide backup support to the donor relations team, performing data entry and reconciliation.

Qualifications:

- Demonstrated Christian character and values; knowledge of the Bible and the Christian worldview;
- At minimum 3 years' experience, in an administrative support position;
- Exceptional time management skills with proven ability to multi-task with high accuracy, and work independently;
- Excellent communication skills (interpersonal, written, oral and presentation);
- Strong computer skills (Basic software troubleshooting, MS office suite, Google, CRM [Salesforce preferred]);
- Must be detailed-oriented, flexible, creative, discrete, professional, and resourceful;
- Experience in non-profit organizations is highly desirable;
- Experience in a high growth start-up environment and its associated pace is a plus;
- Bachelors Degree or equivalent experience required;
- Authorized to work in the U.S.

To Apply:

Please e-mail the following items to hr@movement.org:

- cover letter including a description of your demonstrated Christian commitment and salary requirements
- resume
- one-page writing sample

Movement.org, is a Christian parachurch organization located at 2 Washington St. 17th Floor, New York, NY 10004. For more information, go to our website: www.movement.org.