

**The Brotherhood/Sister Sol**  
**Job Description: Office Manager**



*May 2019*

**About The Brotherhood/Sister Sol (Bro/Sis):** Based in Harlem and founded in 1995, Bro/Sis is a social justice and youth development organization that provides holistic and long-term support services to youth who range in age from eight to twenty-two. Bro/Sis offers wrap around evidence-based programming such as four-six year rites of passage programming, thorough five day a week after school care, school and home counseling, summer camps, job training, college preparation, employment opportunities, community organizing training, and month long international study programs to Africa and Latin America. Bro/Sis is locally based with a national reach as we publish assorted curricula and collections of our members' writings; train educators from throughout the nation on our approach; and organize and advocate for social change. Bro/Sis has earned national recognition for our evidence-based model, receiving an array of awards, including from Oprah Winfrey, Ford Foundation, Brown University, New York Women's Foundation, and the New York State Department of Education.

The organization has 32 full time staff, serves 1,000 young people throughout New York City, manages a five million dollar operating budget, growing to seven million dollars in 2020, and has begun construction on a seventeen-million-dollar new building and capital construction project slated for completion in 2020. Assorted New York State and New York City agencies have stated that that this development is one of few buildings of its kind being built in NYC and the only one in Harlem – 100% community educational use, no housing or retail or other areas of focus. This is solely a home for the development of Bro/Sis, a space to work to change policies that will more broadly and systemically help our children, and a site to train the field so that others can improve their youth development outcomes.

**RESPONSIBILITIES:**

*Office Management*

- Answer phones in a professional manner and direct calls to appropriate persons or take detailed messages
- Provide general support to visitors
- Point person for maintenance, mailing, shipping, supplies, equipment, and errands
- File and maintain paper and electronic records
- Monitor office supplies; order and re-stock as needed
- Ensure office is kept clean and organized at all times
- Work closely with Facilities and IT Manager to ensure overall upkeep of our building
- Manage meeting room reservations and provide support for board meeting

*Database Support*

- Manage the Bro/Sis programmatic database, data entry and production of monthly reports
- Collaborate with program staff to ensure program data is accurately inputted and updated
- Collaborate with IT Manager to address technical issues and make database improvement
- Support external requests for site visits, workshops, trainings and speaking engagements
- Tracking requests for site visits to Bro/Sis, workshop facilitation or general speaking engagements

**EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS:**

- Proven experience as an administrative assistant
- Proficiency in Microsoft Office Suite and Excel
- Familiar with common office equipment (printers, copier, fax, etc.)
- Excellent time management skills and the ability to prioritize work

- Strong communication verbal and written
- Excellent attention to detail
- Ability to work individually and collaboratively to meet goals
- Experience managing a programmatic database
- Bilingual – Spanish-English is a plus

**BENEFITS:** Bro/Sis applies its social justice lens to human resources and accordingly offers highly competitive salaries with a comprehensive benefits package including fully-covered platinum health insurance, as well as dental, vision and life insurance; a 3% employer contribution to 403(b) retirement account; over 30 days of combined vacation/sick/personal time off; and a generous office holiday calendar that includes additional time off during the Winter Break. The organization and its Board of Directors are fully committed to an organization that supports its staff and thoughtfully considerate of employee work-life balance..

**APPLY:** Email resume and detailed cover letter to [resume@brotherhood-sistersol.org](mailto:resume@brotherhood-sistersol.org)