



The Brotherhood Sister Sol

Job Description: Office Manager

About The Brotherhood Sister Sol (BroSis):

The Brotherhood Sister Sol is a social justice youth development organization that since 1995 has been a place where Black and Latinx youth claim the power of their history, identity and community to build the future they want to see. By educating, organizing and training, we are challenging inequity and creating opportunity for all.

BroSis provides holistic and long-term support services to youth who range in age from eight to twenty-two. BroSis 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. Based in Harlem, NY but with a national reach, 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. BroSis has earned national recognition for our evidence-based model, receiving an array of awards and funding from a host of national foundations, including Novo Foundation, Doris Duke Foundation, Marlene Nathan Meyerson Foundation, Charles Hayden Foundation, The William R. Kenan Charitable Trust, New York Community Trust, Comic Relief/Red Nose Day, William Stamps Farish Foundation, and more.

The organization has over 40 full-time staff, serves thousands throughout New York City, and has a \$8.5 million dollar operating budget. In addition, in coming weeks we will be moving into our new building - a 20,000 square foot state-of-the-art 6-story beacon. 2022. It is an exciting period of organizational growth and increased impact in our community and beyond.

POSITION SUMMARY

The Office Manager is part of the Operations Department. Reporting to the IT & Facilities Manager the office manager will ensure the smooth running of the organization and may manage a team of facilities or support staff. This administrative position is multi-faceted and will support the whole of the organization in day-to-day operations, office management, and other administrative functions.

RESPONSIBILITIES

- Maintain and replenish inventory and office supplies
- Manage room bookings in the shared spaces
- Support departments with organizing and packaging large mailings.
- Provide high level of customer service at the reception desk; welcome visitors to the office; and answer and respond to incoming phone calls and emails.

- Ensure shared workspaces and copy areas have adequate and appropriate stock and supplies for effective operation
- Logistics coordination: location, food, set up, clean up
- Provide administrative support to Executive Director
- Help oversee the provision of housekeeping and maintenance services to keep the office clean and safe and appliances in working order
- Special projects as needed

PREFERRED EXPERIENCE & SKILLSETS

- Self-directed professional with two years to five years of administrative, office management or operations experience
- Exemplary team player with a professional demeanor and ability to work independently and collaboratively
- Exceptional problem-solving skills, and the ability to follow through from the identification of a challenge to its solution
- Knowledge of office technology, management systems, and procedures
- Strong organizational abilities, including planning and collaborating with others
- Ability to anticipate issues, effectively undertake multiple projects simultaneously, meet deadlines, and handle a frequently fast-paced work environment
- Excellent interpersonal skills and ability to guide and support colleagues
- Effective written and verbal communication skills
- Proficiency in Microsoft Office Suite and Google Suite
- Should be able to comfortably lift 15 lbs

BENEFITS:

At The Brotherhood Sister Sol, we offer competitive salaries with a comprehensive benefits package including, health, dental, vision and life insurance, 3% employer contribution to 403(b) retirement account. As well as four weeks' vacation in addition to personal days, paid holidays and office closure during Winter Break.

As The Brotherhood Sister Sol is a youth development organization that works in close quarters with young people and children, and as the safety of our children and their families and our community is paramount, **we have instituted a policy that all staff must be fully vaccinated**. If there is a medical or religious reason for an exemption from vaccination this can be presented and will be considered.

APPLY: Email resume and detailed cover letter to resume@brotherhood-sistersol.org.