



Onondaga Earth Corps
100 New St Rm 239
Syracuse, NY 13202
315-565-3797

onondagaeearthcorps@gmail.com | www.onondagaeearthcorps.org

Office Manager

Position Release January, 2019

Onondaga Earth Corps

The Onondaga Earth Corps (OEC) is a youth development and conservation corps program focusing on community and environmental stewardship in the Greater Syracuse Metropolitan Area. OEC enrolls youth and young adults, ages 15 to 25, in “learn to earn” positions to educate the community about the benefits of environmental stewardship through completing environmental and neighborhood improvement projects. OEC has a strong experiential learning and service component, and often completes projects or arranges volunteer service within the community. OEC is seeking an office manager to work with the Executive Director and program staff to manage administrative tasks and strengthen the capacity of the organization.

Office Manager Responsibilities:

Lead the overall smooth operations of office tasks

Office Manager Job Duties:

- Manage digital payroll setup and information, verify and input into project database
- Manage website and social media content in collaboration with other staff, crewmembers and board of directors
- Manage office document filing to comply with record retention requirements and for ease of staff use.
- Enter bookkeeping entries in to QuickBooks
- Answer telephone, take messages and delegate callbacks to appropriate staff
- Perform data entry for program participants and program outcomes
- Work with program coordinators to update schedules and provide program participants with schedule and other relevant documentation
- Make copies of program materials
- Scan documents for record retention
- Set up office or classroom for various program functions
- Make purchases as necessary
- Schedule appointments and meetings for Executive Director and Program Coordinators as necessary
- Make phone calls to program applicants to schedule interviews, invite to events, or remind about various program functions
- Mailing program materials

[Office Manager Application]

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- Event planning
- Board meeting preparation
- Staff meeting planning and note taking, etc.
- Work with program staff and interns to create projects that grow the capacity of the organization
- Problem-solve IT and other office related challenges.
- Liaise with insurance vendor when required for contracts.
- Assist interested youth and community partners in learning more about OEC.
- Event planning
- Support Executive Director and Board of Directors in implementation of strategic initiatives.
- Other tasks as time permits

Skills and Qualifications:

- Proficiency or ability to quickly adapt to: Microsoft Office Suite, Google Suite of applications, database software
- Proficiency or ability to quickly adapt to: copy machines, scanners, conducting mail merges, etc.
- High level of communication skill and teamwork with staff and participants of diverse backgrounds and skill sets.
- Strong attention for detail and to see through completion of tasks.
- Experience developing and deploying office systems and supervising other staff.
- Sense of humor, spirit of adventure and desire to make a positive difference in our community.

Position Summary

Position Title	Office Manager
Status	Full time (35-40 hours)
Deadline	ASAP
Start Date	ASAP

To Apply

Please submit (1) **a resume**, (2) **a cover letter**, and (3) **a completed Program/Employment Application** (found online at www.onondagaeearthcorps.org or in our offices at SUNY EOC center, 100 New St, Syracuse) Via:

Email: onondagaeearthcorps@gmail.com

Or USPS mail, or drop off in person in submission box located at:

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