

Phoenixville Area Positive Alternatives
Job Description

TITLE: Office & Program Manager

REPORTS TO: Executive Director

OVERVIEW: Phoenixville Area Positive Alternatives (PAPA) is a non-profit organization that supports the youth of Phoenixville in becoming successful and productive adults through programs that have a positive impact on self-esteem and life-skills development. The Office & Program Manager is responsible for, under the direction of the Executive Director, keeping the administrative side of the organization running smoothly, and assisting as needed in programming and fundraising efforts.

QUALIFICATIONS:

- Must have at least two (2) years of experience in office administration, accounts payable, accounts receivable, database development, public relations, programming, event planning, and marketing.
- Experience in service contracts, invoicing, grant management, database management, and relationship cultivation.
- Must be able to work with a diverse group of individuals including funding personnel, school personnel, parents, community leaders, and other professional staff and provider agencies.
- Strong written, verbal, and interpersonal skills, the ability to meet deadlines and work on several projects at once.

DUTIES AND RESPONSIBILITIES: The Office & Program Manager is responsible for the administrative day-to day operations of the organization including office administration, accounts payable, accounts receivable, database development, public relations, programming and marketing.

Specific Responsibilities include:

- Responsible for all organization bookkeeping tasks including accounts payable and receivable
- Invoice and collection of contracts & bills
- Coordinate all payroll policies and procedures with the Executive Director
- With the Executive Director, draft the operating and program budgets
- Compile monthly Treasurer's Report for the Board (in conjunction with Treasurer)
- Maintaining operations, employee, and volunteer manuals of PAPA
- Generating acknowledgment letters for all donors and funders including individuals, foundations, corporations, and sponsors.
- Distribution of press releases for events and programs
- Maintain organization web site with consistent updates
- With the Executive Director, plan and implement all organization programs & events
- Maintain a master program calendar for PAPA
- Scheduling staff meetings with entire organization staff
- Other duties as assigned by Executive Director

Compensation

Hourly rate: \$25-\$35/hr. - Up to 25 hours a week.

This is an at-will position. PAPA has the ability to dismiss an **employee for any reason (that is, without having to establish "just cause" for termination), and without warning, as long as the reason is not illegal.*