

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Office Manager (Part-time)</i>
<b>Reports to</b>	<i>Director of Forestry and Natural Systems</i>
<b>FLSA</b>	<i>Non-Exempt</i>

### Job Purpose

The Office Manager is an essential role, responsible for organizing and coordinating all aspects of office administration, procedures, and facilities to ensure maximum organizational effectiveness, efficiency, and safety. This position guarantees a smooth and productive work environment by managing supplies, facilities, technology assets, and foundational personnel support functions.

We are seeking a highly energetic and adaptable team player who is comfortable wearing multiple hats and excels in a dynamic environment. The ideal candidate is experienced in handling a wide range of administrative and executive support tasks, can work independently with minimal supervision, and possesses:

- Exceptional organizational skills and meticulous attention to detail.
- A flexible and proactive approach to problem-solving.
- A strong commitment to diversity, inclusion, and equity in the workplace.
- A reliable work ethic and dedication to maintaining a good attendance record.

### Job Responsibilities

#### Office & Facilities Logistics

- Oversee and manage the maintenance, tidiness, organization, and layout of the entire office spaces.
- Act as the primary point person for facilities maintenance, mailings shipping, supplies, equipment, and general office errands.
- Implement and oversee adherence to office policies and procedures, including collecting and scanning items.
- Provide general support to visitors, manage the general phone line and email inquiries, and handle daily reception duties.
- Maintain and manage the general office supplies inventory.
- Participate actively in the planning and execution of organizational events.
- Oversee and manage the office "Chores List" or rotational cleaning schedule.

#### Technology (IT) Management

- Maintain the physical technology inventory and associated spreadsheets (e.g., Tech Tracker).
- Manage the check-out and check-in process of technical equipment with staff.
- Maintain all tech equipment warranties and service agreements.
- Set up new employees in office systems and with the necessary computers and equipment.
- Manage the setup of new equipment and ensure proper onboarding processes are followed for tech.

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### Fleet & Vehicle Management

- Maintain comprehensive fleet records, registrations, and tag renewals.
- Manage mileage logs and ensure insurance cards are current and filed appropriately.
- Manage key check-out and key inventory processes (current or future).
- Manage all spreadsheets related to vehicle upkeep, maintenance, cleaning, and vehicle check-out schedules.
- Request Certificates of Insurance and driver updates as necessary for the liability insurance policy.

### Executive & Administrative Support

- Provide general administrative support to the Executive Director as needed.
- Other administrative duties as assigned.

### Qualifications

- 2-4 years of proven office management, administrative, or assistant experience.
- High school diploma or equivalent (associate's degree preferred).
- Knowledge of standard office management responsibilities, systems, and procedures.
- Excellent time-management skills and demonstrated ability to prioritize complex work.
- Exceptional written and verbal communication skills.
- Strong organizational and planning skills with meticulous attention to detail.
- Proficient in MS Office; familiarity with data and administrative management practices.
- Strong sense of discretion for working with confidential employee information.
- A good driving record over the past 3 years is required.
- Multilingual is a plus

### Working Conditions and Physical Requirements

- Part-time position with 20 to 25 hours per week.
- Flexible work schedule: Monday thru Friday, 8:00 AM to 5:00 PM.
- Work location: On-site, located in the West Bottoms, Kansas City, MO
- Prolonged periods of working at a computer doing detailed entry and review.
- Ability to navigate the city to accomplish errands and maintain vehicles/fleet.
- We are a dog -riendly office.

### Positions Supervised

None

### Compensation & Employment Status

- **Employment Status:** This is an initial part-time position (approximately 20 to 25 hours per week). This position could lead to a full-time position.
- The role will be formally **re-evaluated for performance, budget, and organizational need** after an initial 90-day period with the strong potential to transition to a full-time position.
- **Compensation:** \$20 to \$24 per hour, based on experience.
- **Benefits:** **No benefits (e.g., health insurance, paid time off)** are offered during the initial part-time period. Standard company benefits will be provided upon conversion to full-time status.

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Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. BTG encourages people of all backgrounds to apply.

To apply, please send (email preferred) a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap  
Attn: Glenda Swinton  
1427 W 9<sup>th</sup> St, #201  
Kansas City, MO 64101  
[glenda.swinton@bridgingthegap.org](mailto:glenda.swinton@bridgingthegap.org)