

Job Posting: Office Manager

The North Webster Community Center (NWCC) is seeking a dependable and detail-oriented **Office Manager** to support the daily operations of our organization. This role is central to ensuring a welcoming, organized, and efficient environment for staff, visitors, and community members.

Key Responsibilities:

- Greet and assist visitors in a friendly, professional manner
- Manage incoming phone calls and emails
- Provide general administrative support
- Schedule and coordinate programs, events, and meetings
- Oversee daily office operations and supplies
- Assist with event and program planning and implementation
- Manage and create content for social media platforms
- Coordinate special projects as assigned
- Support additional office or facility-related tasks as needed
- Adapt to changing priorities and respond to unexpected needs as they arise

Qualifications:

- Strong organizational and multitasking abilities
- Proficient in Google Workspace (Docs, Sheets, Calendar, etc.)
- Experience with social media management and content creation
- General computer proficiency
- Excellent communication and interpersonal skills
- Ability to work both independently and collaboratively

Position Details:

- Part- to full-time: **30–40 hours per week**
- Flexibility required for **occasional evening and weekend events**
- Team-oriented mindset with a willingness to support overall center operations

If you're looking to be part of a dynamic non-profit team that serves the Community, we look forward to hearing from you.