



Office Manager

Boys & Girls Clubs mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. As a powerful testament, an astounding 54% of national Club alumni have expressed that the Club has had a life-altering impact on them. You will be responsible for helping to bring this mission to life in this community by identifying and leading the organization's priorities and strategies around increasing funds raised.

The Office Manager provides essential administrative support to the Boys & Girls Clubs of St. Charles County. The Office Manager is responsible for managing day-to-day office operations by performing a variety of administrative tasks and acting as a primary point of contact for visitors, vendors, staff, and external inquiries, ensuring smooth and efficient business operations and functions within the organization. This is a full-time, in-person, position based at the Administrative Office of Boys & Girls Clubs of St. Charles County.

Essential Duties & Responsibilities:

Office Management

- Manage daily office operations, including answering phones, greeting visitors, managing email correspondence.
- Oversee office and program supplies inventories, order supplies as needed and maintain records of office expenses.
- Oversee office maintenance and technology support requests, coordinate repairs with vendors, and manage vendor relationships for services.
- Work with unit management and club operations for maintenance and repairs.

Communication and Collaboration

- Communicate effectively with staff, volunteers, members, and other stakeholders.
- Collaborate with other departments to ensure smooth workflow and support organizational goals.
- Direct inquiries to appropriate personnel and provide exceptional customer service.

Document and Record Management

- Maintain and organize physical and digital files and office records, ensuring confidentiality and compliance with relevant regulations including proper retention, protection, and disposal of records.
- Assist with data entry and record keeping in various systems and tracking platforms including but not limited to: membership CRM, donor CRM, BoardSpot, Quickbooks, Paycor, Ramp, Stripe, and Excel.
- Serve as Notary for documentation needs.

Administrative Support

- Prepare reports, create presentations, and handle various administrative tasks as needed.

GREAT FUTURES START HERE.



- Prepare agendas, set up meeting rooms, and take accurate meeting minutes.
- Upload relevant documents to identified platforms to support safety assessments, SBAR, board member tracking and resource development.
- Schedule meetings, appointments, and arrangements for identified staff.
- Manage calendars and send reminders to ensure timely attendance.

Human Resources Support

- Support the recruitment, onboarding, and training of new employees, including job postings, employee paperwork, documentation, policies, and recognition programs.
- Liaison with any third-party HR vendors, and work to establish and implement policies and procedures to maintain efficiency, compliance, and safety.
- Review and update office and organization policies as necessary to reflect changing needs and ensure adherence.
- Organize office events with support from Club units and administrative staff.

Financial Assistance

- Assist with accounting tasks, invoice processing, accounts payable and receivable, and budget management.
- Assist with data entry and maintain accurate records in databases and spreadsheets.

Other Duties as Assigned

- Provide support for any audits and safety assessments.
- Assist with special projects and events as needed.
- Participate in staff meetings and training.

SKILLS/KNOWLEDGE REQUIRED:

- Associate's Degree required; Bachelor's degree preferred.
- Excellent written and verbal communication skills with strong interpersonal skills.
- Strong organizational and time management skills to prioritize tasks and meet deadlines.
- Ability to work independently and as part of a team.
- Meticulous attention to detail and accuracy.
- Professional and courteous demeanor with a positive attitude.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Proficiency in online platforms related to finance, payroll, human resources, client relationship management, and Boys & Girls Clubs of America.
- Experience working with individuals from varying generations.
- Minimum of four years of experience in an administrative or office support role.

SALARY RANGE: \$45,000 - \$55,000 annual salary

BENEFITS: Insurance, PTO, sick leave, pension plan

GREAT FUTURES START HERE.



To apply:

Send cover letter, resume, and three (3) references) to: smyers@bgcstc.org with the subject line, "Office Manager."

The information presented indicates the general nature/level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.

Don't check off every box? Apply anyway! Studies have shown that women and people of color are less likely to apply for jobs unless they meet every listed qualification. At BGCSTC we are dedicated to building a diverse and inclusive workplace and developing new voices. If you're excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway – you might just be the right candidate.

Boys & Girls Clubs of St. Charles County (BGCSTC) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.