

**GREATER PHILADELPHIA URBAN AFFAIRS COALITION
POSITION DESCRIPTION**

POSITION: OFFICE MANAGER
DEPARTMENT: ECONOMIC DEVELOPMENT PROJECTS (EDP)
REPORTS TO: MANAGER OF OPERATIONS

POSITION SUMMARY:

The Greater Philadelphia Urban Affairs Coalition (GPUAC) is looking for a qualified *Office Manager to join its team*. The Office Manager will be primarily responsible for providing administrative support to the Executive Director and the Economic Development Projects (EDP) management team. This individual must be able to work independently and in a team environment.

POSITION REQUIREMENTS:

This position requires a detailed-oriented individual who has the ability to support multiple clients. The individual must be well organized and have excellent written and verbal communication skills.

PRIMARY RESPONSIBILITIES:

- Prepare written correspondence (letters, proposals, and presentations) using MS Office products (Word, Excel, Access, and PowerPoint).
- Assist Executive Director with expense/time tracking.
- Assist in the development of marketing materials. Process accounts payable/receivable information in a timely and accurate manner. Maintain a record of all checks/cash received.
- Assist in the preparation of project proposals, contracts, and Economic Opportunity Plan (EOP) packages.
- Assist in the preparation of monthly reports.
- Assist in the preparation of final project reports.
- Order office supplies and equipment, when needed. Maintain inventory, and act as liaison with GPUAC staff to maintain office facilities and equipment.
- Maintain an accurate filing system for office correspondence and other matters.
- Schedule, coordinate, facilitate meetings, and maintain EDP staff calendars. This includes planning special events and making travel arrangements, when needed.
- Perform other job related duties as assigned.

EDUCATION AND QUALIFICATIONS:

- A minimum of three years experience as an Administrative Assistant in a fast-paced environment. College degree may be substituted for experience.
- Excellent typing, written, and verbal communication skills.
- Proficiency in MS office products (Word, Excel, Access and PowerPoint).
- Must be flexible and have the ability to work with multiple clients in a team environment.
- Experience in database management and data entry/record maintenance skills.
- Ability to interact with all levels of employees in a professional manner.

Salary commensurate with experience, plus benefits package.

Send cover letter and resume with salary requirements to:

Michelle Gumbs
Greater Philadelphia Urban Affairs Coalition
1207 Chestnut Street, 2nd Floor
Philadelphia, PA 19107
Email: mgumbs@gpuac.org
Fax: (215) 851-1929