



Office Administrator

Based in Phoenixville, PA, Trellis for Tomorrow is an 18-year-old nonprofit that delivers experiential programs in organic gardening, environmental education, and food security that provide practical and behavioral life skills for youth and adults. Our aspiration is to foster compassion and resilience in people and inspire them to build sustainable communities. For more information and detail on our mission, values, and programming, please visit www.trellis4tomorrow.org.

Job Description: The Office Manager is responsible for supporting the operational and office-based aspects of Trellis for Tomorrow's activities. This may include but is not limited to areas such as managing employee information, mail, physical space, technology, AV/telecommunications, vendor relationships, checks and invoices, and general administrative duties such as copying, scanning, filing, and data entry.

This is a 10-15 hour per week, part time position that reports to the Executive Director. At least two days a week the person will need to be on site at the Trellis for Tomorrow office, but some work may be completed off site. Work must be done during business hours, which are Monday-Friday each week (approx. 8:30am-5:30pm). This position requires a high degree of professionalism (including the ability to handle sensitive and confidential information), excellent organizational and communication skills, attention to detail, flexibility, and a sense of humor.

Applicants must have a valid PA's driver's license and provide their own transportation to and from work. **Note: Due to COVID-19, employees will be required to wear a mask while working within 6-10 feet of another person in the office unless vaccinated.**

All Trellis employees are required to have current criminal and child abuse clearances.

PRIMARY JOB RESPONSIBILITIES

The office manager responsibilities will center on, but not be limited to, the following:

- Receive and manage mail
- Process checks and pay invoices
- Record and manage employee and board member information
- Support hiring, onboarding and offboarding employees and interns
- Manage technology and telecommunications needs for staff
- Manage internet-based accounts and applications for the organization
- Help to manage the physical office space, including supplies and equipment



- Data entry, organization, and management for any aspect of the organization

WE ARE SEEKING SOMEONE WITH THE FOLLOWING:

- Minimum of 2 years of administrative and/or office-based work for a professional organization
- Excellent organizational skills and attention to detail
- High degree of comfort with internet-based applications and learning new technology; experience with Asana or other project management software is a plus
- Strong written and oral communication skills
- Resourcefulness and problem-solving skills
- Ability to work independently

TO BE CONSIDERED, A CANDIDATE MUST HAVE THE FOLLOWING:

- High school degree and at least two years of professional experience
- Demonstrated interest in the mission of Trellis for Tomorrow and alignment with the core values
- Clean FBI & State Criminal Background checks & Child Abuse History clearances
- Proficient in technology, minimally Microsoft Word, Excel, PPT and Outlook

Two professional references are required

Pay is hourly and commensurate with experience.

Trellis for Tomorrow is an Equal Opportunity Employer – Minority and local candidates are strongly encouraged to apply