



Office Manager Job Description

Position Overview

This is a critical role that will support the Reaching Higher NH team. The Office Manager will play an integral role in the coordination of everything that moves our team's work forward: logistics and administrative management, grant deliverables management, and supporting the overall workflow of the organization. The qualified candidate will work in close partnership with the Executive Director, assisting the business and financial operations of the organization. The Office Manager will serve as the first point of interaction for a diverse set of stakeholders the organization serves. Sample collaborators include families, educators, school and community leaders, policymakers, and students. Additionally, the Office Manager will work with the Reaching Higher staff, the Board, and partners to ensure all related work is of high quality and on time.

The successful candidate will be committed, focused, highly responsive and attentive to details, and ready to enthusiastically contribute to moving a critical body of education policy work forward.

Application and Hiring Timeline

Qualified applicants are encouraged to apply as soon as possible. To express interest please submit a cover letter detailing why you are uniquely qualified for this role and a resume to Nicole@reachinghighernh.org. The deadline for the submission of all applications is **Monday, February 14, 2022**. Interviews will be conducted on a rolling basis. This part-time position begins in early 2022.

What You Will Do

The Office Manager will play an essential supporting role:

Interfacing with internal team members, members of the board, and external partners in a timely and exceptionally professional manner, being responsive to, and respectful of, needs, inquiries, and requests.

Coordinating internal meeting schedules of the RHNH team.

Monitoring the organization's grant deliverables, ensuring tasks are completed on time and ready for team share/collaboration.

Attending and maintaining record of:

- All team meetings;
- New Hampshire Education Network meetings;

- Planning meetings with members of the RHNH Executive Committee and or accountant,
- Select meetings of the RHNH board,
- And, other engagements deemed necessary.

Working in close collaboration with the Reaching Higher NH team to ensure that information, feedback, and inputs from engagement efforts and communications are efficiently and accurately captured and then leveraged to inform the work of the team.

Assisting, and, as assigned, leading in, the preparation of materials (board packets, project reports, backgrounders, hand-outs, fliers, etc.) ensuring that RHNH continues to curate content aligned to the organization's mission and vision in a timely and responsive manner. This may include the assembly, copying, proofreading, and coordinating feedback and edits through completion and/or publication.

Organizing and maintaining program, business, and select financial files.

Assisting with the financial management to include and not be limited to:

- The payment of invoices,
- Issuing and tracking RHNH invoices for contracted work,
- The coordination of payroll,
- Maintaining and tracking vendor contracts,
- Shared projects and responsibilities with our accountant.

Monitoring and ordering office supplies, equipment, and materials.

Working closely with Reaching Higher's staff team to advance the organization's key initiatives and overall mission.

Being fully present and engaged in meetings with Reaching Higher's management and team, gathering and offering constructive ideas, feedback, and support.

Serving as a professional, respectful, and committed representative of Reaching Higher NH at all times.

Other responsibilities deemed necessary.

What You Bring

We are looking for awesome people. Bring us your diverse backgrounds and experiences. If you are moved by our mission and are motivated to make sure each and every child in NH has the opportunity to reach their fullest potential through an exceptional public education -- apply. You'll feel at home here if you love being a part of a community of learners, enjoy working hard -- but with purpose and vision -- and bring dedication, humility, and humor to the challenges you encounter.

Additional Qualifications Include

- An Associate's degree, or minimum of three years of professional experience offering program supports.
- Strong experience in coordinating a team, monitoring timelines, issuing reminders, and holding team members accountable.
- Project management experience a plus.
- Experience using Google Docs, Zoom, and email.
- Strong computer proficiency and overall comfort with tech.
- Strong ability to work in a number of contexts: independently and under direct supervision.
- An overall startup mentality – flexibility, adaptability, commitment and energy – and enthusiasm for working as part of a close, dedicated team.

Relationships

This position reports to the Reaching Higher's Executive Director and works in support of the RHNH team. Work is completed within a flexible model that involves presence at our Concord offices and opportunities to work remotely.

Salary and Exempt Status

This is a grant-funded, part-time (20 hours per week) position with a competitive hourly wage, ranging from \$20-\$25 per hour depending on work experience and qualifications.