



## Office Manager, Sustainable Westchester

Sustainable Westchester, a leading environmental nonprofit organization in Westchester County, serves our forty-five member municipalities as we help the County achieve New York State's ambitious climate and environmental goals. We create and implement socially responsible, environmentally sound, and economically viable solutions that create healthy, resilient, sustainable communities.

Sustainable Westchester seeks a collaborative and resourceful Office Manager to join our team. The Office Manager plays a critical role in the organization and is responsible for the operational business functions of Sustainable Westchester, directing the flow of related activities pursuant to the organization's mission, policies, and goals to ensure an efficient, safe, sustainable working environment.

The Office Manager reports to the Executive Director of Sustainable Westchester.

### Essential Duties

#### Administration

- Greet visitors and create welcoming environment
- Coordinate meetings and other workplace events.
- Provide administrative support to Executive Director including scheduling, correspondence, etc.
- Liaise with board of directors regarding scheduling of meetings.
- Receive and sort mail and deliveries and manage outgoing mail.
- Manage relationship with IT support company

#### Human Resources

Develop and implement systems and procedures for managing all functions involved in recruiting, candidate screening, onboarding, payroll, retention, off-boarding.

- Manage the talent acquisition process: develop and implement recruitment strategies, candidate screening and hiring for employees and interns.
- In consultation with the Executive Director, help oversee employee review process.
- Staff retention and enrichment: Develop / research trainings or other professional development resources for staff enrichment and professional growth.
- Identify gaps and strengthen organizational capability regarding diversity, inclusion, belonging and racial equity practices and lead the development of policies and practices to attract, retain and promote a diverse workforce that is reflective of Westchester County.
- Work with Controller and ED in preparing and maintaining payroll in conjunction with the payroll vendor.
- Ensure that human resources laws and regulations are reflected in organization policies and practices.
- Oversee hybrid work protocols and ensure best practices for staff-wide operation.

#### Facilities Management and Purchasing / Vendor Relations

Evaluate and maintain physical space for optimal operating conditions: comfort, safety, security, efficiency, environmental sustainability & productivity.

- Develop and maintain working relationship with landlord and oversee improvements and maintenance. Plan for expansion or reduction of space as needed.

- Perform inspection of physical facilities ensuring standards for working conditions are maintained (OSHA requirements, comfort, security etc).
- Manage vendor relationships, track contracts.
- Review and maintain insurance coverage and report any/all incidents for potential claims.
- Ensure materials/supplies required for office functioning are maintained, well stocked and that office is kept clean and organized.
- Order recommended and approved hardware and software.

## Finance

- Scan payables and input into Quickbooks.
- Compile payable approval packages.
- Manage credit card receipts and input into Quickbooks.
- Prepare invoices.
- Under supervision of Controller, perform collections.
- Assist with audit preparation

## Job Details

- **Job Type:** Full-time, in person.
- **Benefits:** Sustainable Westchester provides excellent benefits including generous vacation and paid time off, health, vision and dental insurance and 401K contributions.
- **Schedule:** Monday to Friday, 9am - 5pm.
- To keep the entire staff safe, proof of up-to-date Covid-19 vaccination is required.

## Qualifications

- 5+ years of high-performance experience in office management with expertise in Human Resources.

## Knowledge and Skills

- Demonstrated proficiency with systems thinking translated into decisive action and execution – the ability to assess a process, improve it, and implement it.
- Excellent written and verbal communication skills.
- Strong project management skills with the ability to manage multiple projects and the desire to bring structure to undefined priorities or areas of work.
- Demonstrated ability to plan and prioritize tasks in a self-directed work environment and maintain high levels of productivity without direct supervision.
- Excellent computer skills including Microsoft Word, Excel, PowerPoint and Google equivalents. Familiarity with CRMs a plus.
- Demonstrates a growth mindset and is comfortable with self-reflection.

## Salary

- \$58,000-\$63,000 commensurate with experience

## How to Apply

Interested candidates should send a resume and cover letter to [HR@SustainableWestchester.org](mailto:HR@SustainableWestchester.org) with “Office Manager” in the subject.

**Sustainable Westchester values the strengths and benefits that a diverse workforce provides.** We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, creed, religion or belief, national or ethnic origin, citizenship status, marital or domestic partnership status, sexual orientation, sex, gender identity or expression, age, disability, military or veteran status, or any other characteristic protected by federal, state, or local law. **Westchester residents are encouraged to apply.**