

## **Position Advertisement for Office Manager**

Position Title: Office Manager

Reports to: Executive Director

Compensation: Salary \$18,750

Work week: Monday – Friday

Hours: Varies. (9:30 – 2:30) 25 hours per week (Part-time)

Overtime eligibility: Exempt

Paid Time Off: Three (3) weeks

Probationary period: Six months with option of the Board to extend to one year

Pay Period: 1<sup>st</sup> and 15<sup>th</sup> of each month

Position Summary: The Office Manager is responsible for the organization and co-ordination of office operations, procedures and resources and will provide administrative support to the Executive Director and staff to facilitate organizational effectiveness and efficiency.

Contact Mr. Tierre Webster, Executive Director, [tierre.webster@nextchapterrochester.org](mailto:tierre.webster@nextchapterrochester.org), with questions or to apply. Applications will be accepted until the position is filled.

A copy of the Job Description and Application for Employment can be found on the Next Chapter Ministries website at <http://www.nextchapterrochester.org/>.