



Position Title: Office Manager

Anticipated Start Date: Early 2024

The Rainbow Rose Center is seeking a part-time office manager! This position requires the ability to use a laptop computer, telephone, printer, locks, and other technological devices and lift up to 50 lbs.

Hours, Schedule, and Location:

This is a part-time, hourly position for approximately 20 hours per week, which includes some evenings and weekends. This position is in-person at the Rainbow Rose Center office on Carol Road in East York, PA. Flexible but consistent hours are expected. The Office Manager will reside in Central PA for this in-person role. A hybrid schedule with some remote work is possible.

Organization Description:

The Rainbow Rose Center fosters an environment of inclusion, equity, and health where all LGBTQIA+ community members thrive in York County, Pennsylvania. We envision an inclusive community where all York County individuals feel safe and welcome in their everyday lives. Established in 2020, the Rainbow Rose Center serves York County's LGBTQIA+ Community and collaborates with local organizations in the Central PA region in that effort. We have a \$150,000 budget and are continually growing.

Position Summary:

The Office Manager must be able to connect well with people and have a growth mindset, be organized and detail-oriented, and adept at prioritizing self-care and exercising healthy boundaries. They must possess excellent verbal and written communication skills. The Office Manager must have experience working with LGBTQIA+ communities and ideally with nonprofits and have a proven track record in being a proactive employee. The Office Manager reports to the Executive Director.

Responsibilities:

- Answering telephone calls and emails from customers and clients and directing them to the appropriate resources or taking messages for RRC Committee Chairs, as necessary.
- Attending meetings as the representative of the RRC, as necessary.
- Helping to maintain an active social media presence on behalf of the RRC, including posting, responding to comments, and answering direct messages.
- Maintaining the office as a clean, comfortable, and welcoming environment.
- Ensuring all office appliances are in good working order.
- Managing office supplies and placing orders, as necessary.
- Checking mail and directing it to the appropriate person via approved practices.
- Setting up events which may be held at the RRC office.
- Filing all important documentation via approved practices.
- Data entry as necessary.
- Other duties as assigned by the Board or Executive Director.

Required Qualifications:

Qualified candidates will be confident in:

- Answering phones and correspondences professionally and in a timely manner
- Using Google Suite (Gmail, Google Calendar, Google Drive, Google Docs, etc.)
- Multitasking to complete a wide range of tasks

**Important Life Skills:**

- Genuine, warm personality with an ability to connect with people.
- Organized and detail-oriented approach, with excellent time management and ability to effectively prioritize tasks/projects within a fast-paced and every-changing environment.
- Strengths-based approach and a growth mindset.
- Ability to prioritize self-care, exercise healthy boundaries, and establish and model work/life balance to the best of their ability.

Preferred Experience:

- Experience working effectively & respectfully with and for people of different races, ethnicities, gender identities, gender expressions, sexual orientations, religions, abilities, and ages.
- Experience working with LGBTQIA+ communities, with thorough knowledge of and commitment to LGBTQIA+ issues.
- Experience working or volunteering with an LGBTQIA+ community center.
- Experience working in an office environment.
- Experience using Google Suite (Gmail, Google Calendar, Google Drive, Google Docs).

Education:

High School diploma is preferred; however the Rainbow Rose Center is committed to honoring the lived experiences of all applicants. The Rainbow Rose Center will consider applicants with all levels of education, and lived experience is valued along with work experience and formal education.

Compensation & Benefits:

This is a part-time, hourly position that is non-exempt under the Fair Labor Standards Act. The position's initial hiring is for 20 hours per week at an hourly rate ranging from \$16.50 - \$18.50 per hour, based upon the candidate's experience and qualifications. Benefits are not included.

Background Checks:

The Rainbow Rose Center understands how Black, Indigenous, and People of Color (BIPOC) communities are disproportionately profiled, policed, and criminalized in the U.S. The Rainbow Rose Center does not exclude all people with criminal records from employment or contracted positions. However, to support everyone's safety the Rainbow Rose Center does require a completed PA State Police Background Check, PA Child Abuse Clearance, and FBI Criminal Background Check as a condition of employment or contracted work. If a record exists, it is evaluated based on safety considerations as a youth-serving organization and on the functions of the specific role.

Workplace Culture:

The Rainbow Rose Center is an equal opportunity employer. We strive to be representative of LGBTQIA+ people at the intersections of multiple identities and lived experiences. LGBTQIA+ people who are Black, Indigenous, and People of Color (BIPOC), women, immigrants, refugees, people with disabilities/disabled people, people living with HIV, people of different income levels, people of different religions, people of different ages, and those who hold other marginalized identities are encouraged to apply. The Rainbow Rose Center seeks to foster a fully inclusive work culture and expects all employees to further that as part of their commitment to our organizational vision, mission, and values.

Application Instructions & Deadline:

To apply, email a cover letter and resume to apply@rainbowrosecenter.org. Applications will be accepted until the position is filled.