

**JOB TITLE:**

Physicians for Social Responsibility Philadelphia/Pennsylvania (PSR) Office Manager

Part-time position: 10 hours per week, compensation based on experience and performance \$17-\$20 per hour.

**RESPONSIBILITIES:**

***COMMUNICATION:***

Manage mail, phone, voicemail.

Communicate as a liaison between Volunteers, Board, Advisory, Staff, and Speakers, Contractors, Donors, Vendors and other agencies where PSR is a member, affiliate or prospective collaborator.

Serve as interface with facility landlord.

Manage Google Drive and Google Documents.

Compose and prepare minutes when needed.

Write letters and correspondences as needed.

Attend meetings & events on behalf of PSR as assigned.

Educate, train and update PSR individuals on knowledge gained from conferences and meetings.

Assist with reporting requirements.

Provide website and newsletter edits and information.

Plan, organize and take notes for committee meetings as needed.

***PROGRAMS:***

Grant and Foundation management of funds, including application, implementation and reporting of financial information and deliverables when needed.

***OFFICE:***

Maintain office supplies.

Develop protocols and standard operating procedures for common tasks.

Maintain employee and contractor documents and files.

Maintain and oversee office equipment adhering to PSR policy.

***FINANCE:***

Administer bookkeeping functions such as tracking receipts, organizing grant expenses and income.

Assist with development and fundraising planning, implementation and administrative tasks

Compile reports for board meetings.

Design reports and lists in DonorPerfect.

Run DonorPerfect and Quickbooks reports as needed.

**SKILLS NEEDED:**

**Software Proficiency in the following:** Donor Perfect, Excel, Microsoft Word, Quick Books, Wix, Constant Contact, Gmail, Google Drive, Social Media, Facebook, Twitter, Instagram and Desktop Publishing.

***The best candidate will have:***

Excellent writing skills for grant writing, donor communication, reports, letters and email

**Soft Skills:** Organized, Independent, self-starter, honest, dependable, enthusiastic, ability to problem solve, team building, ability to cold call clients and associates, friendly, interest in health, social and environmental justice, and violence prevention.

**Clearances:** Background checks are required including Criminal Background Clearance, Child Abuse Clearance, FBI Clearance.

**Physical Requirements:** Ability to climb stairs, and carry 10-20 pounds of small items to meetings and events.

**OTHER:**

This is an in-office position at our center city Philadelphia office with some required time on off-site events.

Evaluations are at three months and annually.

Position is dependent upon availability of organizational funds.

Hire must adhere to the policy and procedures of the PSR Employee Handbook.

To apply for this position, please send your resume to [info@psrphila.org](mailto:info@psrphila.org)