



About Cyber Creationz Tech:

Cyber Creationz Tech is a nonprofit organization committed to providing youth with opportunities to learn web design, coding, and app development. Our goal is to equip the next generation with essential tech skills, fostering creativity and confidence.

Job Summary:

Cyber Creationz Tech is seeking a detail-oriented and organized **Part-Time Office Manager** to support the daily operations of the organization. The Office Manager will ensure the smooth functioning of the office by managing administrative tasks, maintaining records, and assisting with program logistics. This role is ideal for someone passionate about supporting a mission-driven organization in a flexible, part-time capacity.

Key Responsibilities:

- **Administrative Support:**
 - Oversee daily office operations and ensure a well-organized workspace.
 - Handle scheduling, correspondence, and documentation.
 - **Record Keeping and Reporting:**
 - Maintain accurate records of programs, participants, and finances.
 - Assist in preparing reports for the leadership team and stakeholders.
 - **Program Logistics:**
 - Support the coordination of classes, events, and workshops.
 - Manage communication with participants, parents, and volunteers.
 - **Office Supplies and Inventory:**
 - Monitor and order office supplies as needed.
 - Ensure all office equipment is functioning properly.
 - **Communication:**
 - Serve as a point of contact for internal and external inquiries.
 - Coordinate with vendors, partners, and instructors.
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Qualifications:

- Proven experience in office management, administration, or a similar role.



- Excellent organizational and multitasking skills.
 - Proficient in Microsoft Office Suite and Google Workspace.
 - Strong written and verbal communication skills.
 - Ability to work independently and prioritize tasks effectively.
 - Passion for supporting youth education and nonprofit initiatives.
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Hours and Compensation:

- Part-time: [Specify hours, e.g., 15–20 hours per week]
 - Competitive hourly rate, commensurate with experience.
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What We Offer:

- A collaborative and mission-driven work environment.
 - Flexible scheduling to accommodate work-life balance.
 - The opportunity to contribute to impactful youth education programs.
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How To Apply:

Complete the form below and attach your resume to apply.