

Office Manager (hourly) - 15-20 hours/week with a maximum of 85 hours/month

The Parktown Food Hub is a leader in food security and community building in Durham, NC. We value dignity and quality in all facets of our organization. Our Office Manager will work closely with our team to ensure all administrative needs are met. The Office Manager is a self-directed, highly organized, and detail-oriented individual with experience in using the Google Suite of products, comfort with written and oral communication and customer service. They work closely with a diverse group of individuals in a compassionate manner. The individual keeps close track of office processes and ensures all administrative work is up-to-date and organized. Hours are flexible and will be determined jointly by the Office Manager and Executive Director. The Office Manager will report to the Executive Director.

Knowledge, Skills, and Professional Competencies:

- High School diploma or equivalent
- Ability to work with a diverse group of individuals in a compassionate manner
- Excellent social media skills
- Working knowledge of Google Workspace and Microsoft Office/Excel
- Strong verbal and written communication skills and a pleasant, courteous and professional manner
- Excellent attention to detail
- Ability to organize, multitask, prioritize and work under pressure
- Ability to manage recurring bills and pay other bills when needed
- Reliable transportation to and from the Parktown Food Hub
- Valid North Carolina driver's license
- Recognizes diversity in gender, race, culture, and other differences and actively seeks perspectives and an understanding of differences that support a healthy and vibrant organization

Duties and Responsibilities:

- Respond to phone calls, texts, emails, and in-person inquiries from people seeking food assistance
- Maintain organized files of clients
- Prepare and distribute necessary reports to the Food Bank of Central and Eastern NC and other partners
- Record receipts for all purchases and manage bills
- Maintain donor files and donation records
- Assist Executive Director to manage grants
- Order supplies
- Manage social media accounts for the Hub
- Perform other duties as they arise

Physical/Environmental Demands:

This position will be primarily at a desk. The job may also include running errands and on occasion assisting in front-line pantry work. The ability to periodically lift up to 50 pounds, bend, twist and kneel is desirable.

Application Materials Required:

- Letter of interest
- Resume
- Three professional references

Date to Apply/Address for Submission:

Submit application to **parktownhub@gmail.com**, with “**OFFICE MANAGER APPLICATION**” in the subject line. Applications must be submitted by email. Complete packets only, please.

The position will be open and applications accepted until filled.

For questions about the position or application process, call Pastor Sharon Schulze at 984-484-8475. Applicants may request accommodations needed to participate in the application and selection process. The Parktown Food Hub will make requested accommodations if possible. The Parktown Food Hub does not discriminate on the basis of race, color, religion, sex (including pregnancy), age, marital status, sexual orientation, gender identity, national origin, creed, citizenship status, disability, veteran status, or any other classification protected by applicable discrimination laws or Parktown Food Hub policy and values.