



Job Title: Part - Time Office Manager

Location: Indianapolis, IN

Department: Administration

Reports To: President

FSLA Status: Exempt

POSITION AVAILABLE

September 5, 2025

Office Manager

Position Summary

The Part-Time Office Manager has a critical role in supporting the daily operations of Near North Development Corporation (NNDC), a small, high-performing, non-profit community development agency. This position will oversee a variety of administrative functions, ensure efficient office operations, and support the team in advancing the organization's community development initiatives. The ideal candidate will be detail-oriented, highly organized, process driven, and passionate about making a positive impact in the community.

Position offers competitive compensation, pension plan, health reimbursement account, life insurance, annual bonus program, and paid time off accrued according to average hours worked. This is an hourly position that will work well for a strong candidate seeking reduced work week or shortened workday schedule. NNDC anticipates that an average of 20 hours per week will be sufficient to successfully manage and administer all responsibilities.

Key Responsibilities

Administrative Support:

- Answer and direct phone calls, emails, and inquiries in a professional manner.
- Manage scheduling for meetings, appointments, and events.
- Organize and maintain both physical and digital office files, documents, and records.
- Assist in drafting, editing, and proofreading internal and external communications, such as reports, newsletters, meeting minutes.
- Set up and manage social media accounts and online presence for the organization (after October 2025).
- Update and maintain "transition document" and "standard operating procedures" manual.
- Manage vendor contracts & services.
- Maintain office equipment & supplies.
- Providing administrative support to the President.
- Maintaining general office files, corporate documents, and Board of Directors materials & records.
- Personnel record-keeping and coordinating 3rd-party payroll processing and benefits management.
- Coordinating general liability, workers comp, D&O, and real & personal property insurance;

Office Operations:

- Ensure the office is stocked with necessary supplies and that equipment is functioning properly.
- Manage incoming mail and packages, distributing them as needed and checking the office mailbox regularly.
- Maintain office cleanliness and organization.

- Prepare agendas and take meeting minutes for Board and Committee meetings. Distribute draft of minutes to Board or committee chairs for any edits they may have.

Financial and Budgeting Support:

- Assist with tracking and processing invoices and expenses. Process vouchers for each invoice. Track project budgets and notify NNDC President when budget lines are 95% expended.
- Help maintain financial records and reports for budgeting and auditing purposes, working with the accounting firm (currently McBride) and NNDC Finance Committee as needed.
- Prepare basic financial reports as required.

Event Coordination:

- Support the planning and coordination of community events, meetings, and programs.
- Manage logistical aspects of events, including venue setup, catering, and materials preparation.

Team, Program, Project Support:

- Provide general administrative support to the President and NNDC project team(s) members.
- Collaborate with staff to ensure effective communication and smooth operations across departments (or project teams.)
- Manage referral process for housing counseling.
- Assist with special projects and tasks as needed.

Required Qualifications

- High school diploma or equivalent; associates degree (bachelor's preferred) in relevant field.
- Three to five (3-5) years of progressively responsible experience in office administrative role(s), preferably in a non-profit environment, including minimum of two (2) years' bookkeeping experience.
- Four to eight (4 – 8) years' experience working with low- to moderate-income persons.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other office managing software, including DocuSign.
- Familiarity with QuickBooks software, and familiarity with basic bookkeeping and budgeting practices.
- Excellent verbal and written communication skills.
- Excellent customer service skills
- Three to five (3 – 5) years' entry level experience working with government programs or agencies.
- Ability to streamline internal processes, (e.g., project budget and draw tracking, or understanding McBride Accounting pay schedules), to be more efficient and effective.
- Highly organized, detail-oriented, and process-driven.
- High attention to detail with strong problem-solving and abilities.
- Passion for community development and a commitment to social impact.
- Intermediate understanding of state and local programs and budgets.
- Willingness to learn state and federal housing regulations; and
- Demonstrated ability to take initiative, work independently and with a team, and exercise sound judgment.

Work Hours:

- Flexible schedule, with occasional evening or weekend hours depending on event or meeting needs.

Compensation:

- Negotiable, beginning at \$22.00 per hour, ten (10) hours per week.

To Apply

E-mail résumé, cover letter, three (3) professional references, and salary requirement to:

Phil Votaw, Acting Director
Near North Development Corporation
phil@nearnorthdevelopment.org

— POSITION AVAILABLE IMMEDIATELY — APPLICATIONS ACCEPTED UNTIL FILLED — NO PHONE CALLS, PLEASE —