



**Position:** Office Manager – Office of Special Programs (OSP)  
**Location:** Bronx, NY  
**Reports to:** Assistant Director, HomeBase  
**Hours:** Full-time/40 hour per week, some evenings/weekends required

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### **About Jericho Project**

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 36-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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### **About the Position**

Jericho Project is seeking a full time Office Manager to join its Office of Special Programs to provide program coordination and support under the Homebase Community Support Services (HCSS) and Scattered Site programs.

#### **Responsibilities:**

- Manage the reception area to ensure effective telephone and mail communication both internally and externally to maintain professional image.
- Maintains the front office area and equipment.
- Receives requests from OSP staff for orders of office supplies, furniture, equipment, etc. and places orders with Jericho Project's Office Administrator in accordance with company purchasing policies and budgetary restrictions.
- Notifies the IT Manager regarding maintenance required for office equipment, including copier, fax machine, computers and telephones.
- Works in conjunction with the Maintenance Department to ensure office housekeeping is completed regularly and on schedule.
- Provide office support and coordination reserving and maintaining conference room calendar, distributing and tracking use of petty cash and metro cards.
- Carry out other duties as assigned by program leadership.

#### **Requirements:**

- High School diploma required. Associate/ Bachelor's Degree preferred.
- At least two years of previous experience in office management.
- Minimum two years' experience with multiple line phones.

- Working knowledge of mail processes such as postage machines, Federal Express and UPS.
- Good planning and organizational skills.
- Well-developed interpersonal and communication skills.
- Professional appearance and mannerisms.
- Computer literacy, specifically MS Office Suite.
- Ability to lift approximately 15 -20lbs.
- Bilingual Spanish/English, preferred.

**Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

**How to Apply:**

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **Office Manager – Office of Special Programs**  
245 W. 29th Street, Suite 902  
New York, NY 10001  
Fax 646.624.2301  
[careers@jerichoproject.org](mailto:careers@jerichoproject.org)

**No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.*  
[www.jerichoproject.org](http://www.jerichoproject.org)