



**Position:** Office Manager – Logan Fountain  
**Location:** Brooklyn, NY  
**Reports to:** Program Director  
**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 42-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, 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 600 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 supervise and coordinate overall administrative activities for Jericho Project's Logan Fountain.

The FLSA status of this position is **Non-Exempt**.

### **Responsibilities:**

- Manage reception to ensure effective telephone and mail communication both internally and externally to maintain professional image; including intake of client calls and grievances and directing them to the appropriate staff.
- Maintains the front office area and equipment.
- Receives requests from Logan 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 Logan Fountain Property Management Department and Jericho staff to ensure office housekeeping is completed regularly.
- Provide office support and coordination reserving and maintaining conference room calendar.
- Carry out other duties as assigned by program leadership.

### **Requirements:**

- High School diploma required.
- 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 i.e., Word, Outlook, Excel, PowerPoint, Teams, etc.
- Ability to lift approximately 20 - 30lbs.
- **Active New York notary license; preferred.**
- **Bilingual Spanish/English, strongly preferred.**

### **Compensation:**

The salary range for this position is **\$43,000.00 to \$45,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

### **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, Logan Fountain**  
245 W. 29<sup>th</sup> Street, Suite 902  
New York, NY 10001  
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.*