



Position: Office Manager – Logan Fountain
Location: Brooklyn, NY
Reports to: Program Director
Hours: Full-time/40 hour per week, some evenings/weekends required

About Jericho Project

Jericho Project is a nationally recognized nonprofit that has been working to end homelessness at its roots since 1983. What began as a Manhattan soup kitchen has grown into a citywide organization serving nearly 3,000 New Yorkers each year—including over 700 veterans, as well as young adults and families, many of whom identify as LGBTQ+.

Jericho provides more than 600 units of supportive housing through seven permanent residences in the Bronx and Harlem, along with scattered-site apartments throughout New York City. Our housing-first model is paired with wraparound services delivered by skilled case managers, licensed mental health clinicians, and workforce development specialists. Together, these services support our four pillars of stability: housing, employment, wellness, and family.

In 2024, Jericho facilitated over 570 housing placements, helped secure nearly 275 job placements, and delivered over 750 therapy sessions through our in-house Jericho Therapy Program. As we move toward expanding our reach by an additional 2,000 units of housing, we remain committed to helping individuals and families build lasting independence and well-being—one person, one home, and one community at a time.

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. 29th 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.