



**Position:** Office Manager

**Reports to:** Executive Director

**Location:** Hybrid: In person (Rockville, MD) minimum 1 day week with additional meetings and events; Remote option for additional hours

**Employment Type:** Part Time, 20-25 hours/week,

#### **About Empowering the Ages:**

At Empowering the Ages (ETA), we believe in the power of connection across generations. Our mission is to transform lives and communities through intergenerational engagement – bridging gaps, reducing isolation, and fostering mutual growth between youth and older adults. Since our founding in 2019, we've connected thousands of people across age groups through school readiness, community empowerment and workforce development programming.

We are a small, passionate team dedicated to building a world where people of all ages feel valued, heard, and empowered. As our organization continues to grow and evolve, we are seeking a dedicated and detail-oriented Office Manager to ensure smooth internal operations and support our team's ability to deliver meaningful impact.

#### **Position Summary:**

The Office Manager will provide essential administrative and operational support to the Executive Director and broader team, ensuring smooth day-to-day operations while supporting planning and growth. This role provides a unique opportunity to contribute meaningfully to a mission-driven nonprofit, with flexible hours, hybrid work, and the chance to have real strategic impact. This role is ideal for a detail-oriented, organized, and proactive professional who thrives in a dynamic nonprofit environment.

#### **Key Responsibilities:**

##### **Operations & Administrative Leadership**

- Design, implement, and manage organizational systems.
- Maintain calendars, databases, and filing systems (ex. Google Workspace, Little Green Light, QuickBooks).
- Support day-to-day office operations including IT support, and communications management.
- Provide task guidance to staff and interns for operational and administrative workloads.

- Assist Executive Director with operational priorities, including special projects and strategic initiatives.

### **Financial & Compliance Support**

- Support bookkeeping, expense tracking, invoice processing, and payroll as needed.
- Assist with grant reporting, donor tracking, and financial compliance tasks.
- Partner with the Executive Director to ensure budgets and financial processes are maintained.

### **Program & Volunteer Support**

- Support program logistics, volunteer onboarding, and retention activities.
- Collaborate with staff to ensure programs run smoothly and metrics are tracked accurately.
- Assist in program evaluation and reporting to the Executive Director and funders.
- Plan and execute in-person and remote volunteer social and training events.
- Assist with purchasing program supplies.

### **Creative & Strategic Support**

- Provide strategic support in an operational capacity.
- Contribute to marketing, communications, and fundraising initiatives where applicable.
- Assist in the design and execution of special events, campaigns, and donor communications.

### **Qualifications**

- 3+ years of nonprofit operations experience preferred, including financial and administrative support.
- Strong organizational, problem-solving, project management and time management skills.
- Ability to prioritize tasks, work independently, and manage multiple responsibilities simultaneously.
- Excellent written and verbal communication skills.
- Experience with database systems, financial software, and office productivity tools.
- Proactive, solution-oriented, and collaborative mindset.
- Interest in community engagement, intergenerational programming, or social impact work.
- Ability to lift up to 25 pounds of supplies and transport materials to events as applicable.
- Reliable transportation required for off-site events.

### **Core Competencies:**

- **Organized and detail-oriented:** Excels at keeping things on track, meeting deadlines, and maintaining structured systems.
- **Strong communicator:** Clear and professional written and verbal communication skills; able to support both internal and external messaging.
- **Tech-savvy:** Proficient in Microsoft Office, Google Workspace, Zoom, and cloud-based tools; QuickBooks and CRM/database experience a plus.
- **Problem-solver:** Comfortable finding solutions and improving processes in a small, fast-moving team.
- **Self-starter:** Able to work independently, prioritize tasks, and anticipate team needs.
- **Mission and values-aligned:** Passionate about intergenerational work and committed to equity, respect, and inclusion.
- **Confidentiality:** Maintain confidentiality of sensitive information including financial, program and donor data in compliance with organizational policies.
- **Adaptable:** Thrives in a hybrid work environment and open to taking on a variety of tasks in a collaborative nonprofit setting.

### **Compensation and Benefits:**

- Salary Range: Negotiable based on experience
- Benefits Include, but are not limited to:
  - Unlimited leave plus federal paid holidays
  - Health insurance (paid by employee)
  - Simple IRA with up to 3% match - after 1 year at ETA
  - Mileage reimbursement

### **How to Apply:**

Please submit your resume and a brief cover letter explaining your interest in the role to [leah@empoweringtheages.org](mailto:leah@empoweringtheages.org). Applications will be reviewed on a rolling basis until the position is filled.

### **Why Join Us:**

This part-time, hybrid role offers flexible hours and the opportunity to have a meaningful strategic impact on a growing nonprofit. The Office Manager will help streamline processes, strengthen systems, and support staff to focus on the mission of empowering youth and seniors in meaningful ways.

### **Legal/Equal Opportunity Statement**

Empowering the Ages is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit, and organizational need.