



Office Manager

"PIRC is the link, it is the hope, it is the light that guides immigrants to safety."

-Michele Pistone, Villanova Law Director of Clinic for Asylum, Refugee, and Emigrant Services

POSITION DESCRIPTION

The Pennsylvania Immigration Resource Center (PIRC) is a non-profit agency that provides access to justice for vulnerable immigrants in detention and in the community through *legal services, education, and advocacy*. PIRC is looking for an Office Manager who is reliable and well-organized to handle day-to-day operations and needs of the office in addition to managing and coordinating human resource functions for the organization. The successful candidate will demonstrate sound judgment and diplomacy and will enjoy the administrative challenges of supporting an office with diverse needs.

JOB PURPOSE AND KEY ACTIVITIES

- Monitor and maintain office supply inventory; approve office supply purchases and budget.
- Oversee management of phone system and staffing of phones; Point person for maintenance, mail, equipment, bills and errands.
- Manage relationships with vendors and service providers, ensuring that all items are invoiced and paid on time.
- Responsible for preparing annual budget for administrative costs including office supplies, insurance, IT needs; planning the expenditures; and analyzing variances that may arise. Manage budgets for staff professional training.
- Manage invoices by program area and track the expenses for PIRC's grants portfolio. Run and review monthly program allocation reports for accuracy. Work with Executive Director to submit fiscal grant reports.
- Support Executive Director in yearly audit, managing the collection of data.
- Assist with ensuring compliance with financial management and controls policies and procedures. Review bi-weekly timesheets to ensure accuracy and compliance with grants and contract funding agreements.
- Maintain and update office manual. Assist Executive Director in communications with Board and with updates to Board Orientation materials.
- Ensure new and existing staff adhere to policies on use of case management system; train new staff; build/update any reports as necessary; Identify reports for organization, with ED, to support grant reporting; run reports regularly.
- Manage employee recruitment, orientation, and termination; Post jobs, track and respond to applicants, schedule interviews, assist in conducting interviews where appropriate.
- Give new employee administrative orientation, set up staff accounts. Oversee PIRC employee benefits paperwork related to benefits, payroll, etc. Assist Executive Director in review and selection of benefits; serve as the staff resource on organizational benefits.
- Set up new employee and volunteer workspace; maintain an organized office space. Manage personnel files.

- Ensure staff compliance with Employee Manual; assist Executive Director with additions or changes made to Manual and communicate with staff; oversee document retention policy. Respond to staff suggestions and concerns; serve as the resource on organizational practices and procedures.
- Identify resources and training for staff self-care initiatives; coordinate staff events.
- Review and approve staff time off, reimbursement, and check requests. Manage and relay information about staff schedules, office closings, and vacations.
- Manage or assist with planning trainings and events hosted by PIRC.
- Other tasks as assigned.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- Experience managing administrative functions of office.
- Experience in human resources policy development and implementation.
- Strong written and oral advocacy skills, required.
- Quick learner with attention to detail and ability to learn, improve, and implement system processes.
- Well-organized and ability to work well independently as well as collaboratively a team under pressure.
- Strong management and interpersonal skills; experience in working with a range of government, nonprofit and private stakeholders.
- Demonstrated commitment to immigration issues.

TYPE

Full-time Position; 40 hours per week

LOCATION

York, PA

ABOUT YORK

Historic York County is a rural community located in the Susquehanna River Valley of South Central Pennsylvania. With its low-cost living, York is also a short drive from Philadelphia, Harrisburg, Baltimore, Washington, D.C., Pittsburgh, and New York City. More information can be found here: <https://yorkcountypa.gov/about-york-county.html>

WHY PIRC

For immigrants in our community and in detention, the Pennsylvania Immigration Resource Center (PIRC) provides a unique combination of immigration legal services, advocacy, and education that provide protections to the most vulnerable immigrants in Pennsylvania. PIRC is an experienced provider of free, accessible, multilingual immigration services that empower, protect, and transform lives.

PIRC's staff is its greatest strength. At PIRC, staff work in a collaborative environment that encourages the sharing of ideas and victories, no matter how large or small. PIRC offers a comprehensive benefits package including simple IRA, life insurance, generous paid leave, and flexible policies in a reflection of the organization's commitment to self-care. Members of PIRC are passionate, intelligent, and hardworking individuals all committed to the common cause of providing access to justice for immigrants.

TO APPLY

Please send a cover letter, resume, three references and a brief writing sample to Elizabeth Miller, Office Manager, at emiller@pirclaw.org or to PIRC, Attn: Office Manager, P.O. Box 20339, York PA 17402.

**APPLICATION
DEADLINE**

Applications will be accepted on a rolling basis until June 29, 2018 or until the position is filled. Early submission highly encouraged. The Hiring Committee will begin screening resumes upon receipt.

PIRC is an equal opportunity employer. We value a diverse workforce and an inclusive workplace. PIRC encourages applications from all qualified individuals, without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, or citizenship.