



CENTER FOR
ANTI-VIOLENCE
EDUCATION

327 7TH STREET BROOKLYN NY 11215 T: [718] 788-1775 F: [718] 499-2284 CAENY.ORG

Hiring: Full-time, permanent Office Manager
Applications accepted 11/14/2017 – 12/1/2017

The Center for Anti-Violence Education is an Equal Opportunity Employer. **We strongly encourage people of color, LGBTQ and TGNC people, and women to apply.**

The Center for Anti-Violence Education (CAE) is a multi-cultural, anti-racist, intersectional feminist organization based in Brooklyn. We develop and implement comprehensive violence prevention programs designed to prevent, interrupt, and heal from violence. We focus on violence that stems from misogyny, racism, homophobia, transphobia, and xenophobia.

Position

CAE seeks to hire an energetic, experienced, organized and efficient Office Manager. The ideal candidate will have experience working within communities that include LGBTQ and TGNC people, survivors, and/or people of color. The Office Manager reports to the Executive Director.

Responsibilities

CAE is housed in a small office and the Office Manager is key to ensuring the smooth functioning of the work – from maintaining facilities and the physical space, to administrative support, to serving as the first point of contact for all visitors. The candidate must have a warm, friendly, professional, and welcoming manner over the phone, in person, and via written correspondence. The candidate must also be capable and comfortable navigating office equipment, computer systems, social media, technology, and databases. And the candidate must be an effective communicator and advocate, such as with outside vendors, partners and participants. CAE is a fast-paced environment and the position requires a multi-tasker. This position also requires some lifting and moving of supplies and office equipment. The Office Manager will join a caring, committed and fun team of colleagues.

Tasks

- ❖ **Facilities:** Maintain and attend to improvements with the physical space, ensure office has the proper equipment and supplies, interface with external vendors
- ❖ **Technology Support:** Maintain and troubleshoot office technology and computer systems, reaching out to IT provider when necessary
- ❖ **Administrative Support.** Answer phones, greet visitors, maintain written correspondences. Coordinate and manage scheduling, including space rentals and class registration. Support programming through data entry, photocopies, invoicing, tracking petty cash. Support human resource processes through timesheet coordination, and recruitment and oversight of volunteers and interns

Other projects as assigned by supervisor.

Ideal Qualifications

- Initiative and readiness to learn!
- Minimum of two-years of experience in office/administrative setting, or comparable experience.
- Computer and database skills (including microsoft office programs, google apps suite, social media)



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- Effective communication, writing and editing skills with attention to detail.
- Disciplined self-starter, collaborative team player, ability to excel with little supervision.
- Ability to work well with people of diverse backgrounds.
- Commitment to social justice and CAE's mission and goals.
- Bilingual Spanish/English strongly preferred.

Salary & Benefits

Salary is commensurate with experience.

Please send resume and cover letter to: jobs@caeny.org

Interviews will be conducted on a rolling basis until the position is filled.