



Organization Description:

The Garfield Park Community Council (GPCC) serves Garfield Park, a primarily and historically Black community on Chicago's West Side. GPCC currently employs six permanent staff members and additional project-based subcontractors and AmeriCorps VISTA members. GPCC's seven-member board of directors has served the West Side for decades with legal, housing and urban agriculture expertise.

Position Description:

The Office Manager will help lead and develop the following areas: administration, finance, human resource, facilities, and IT management. The Office Manager will play an important role in the operations of GPCC as the organization continues to enhance its programming and build its capacity. This position reports to the Executive Director. Core responsibilities include:

Financial Management

- Provide project and grant financial tracking support
- Provide support for the annual audit process, work with both the external auditors and the finance committee of the board of directors
- Provide support with annual budgeting and planning process with the Executive Director, review financial plans and budgets
- Provide support with contract management, help ensure contract billing and collection schedule is adhered to
- Help update fiscal policies and accounting practices
- Work with property manager to review monthly financials

Human Resource Management

- Support the Executive Director in recruiting, onboarding, and training staff
- Oversee the administration of occupational health and safety; and, training and development
- Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; review and modify policies and practices to maintain compliance
- Lead and/or co-facilitate all recruitment, selections, onboarding, and retention efforts in conjunction with the Executive Director to support present and future growth



Facilities Management

- Oversee administrative functions to include all office logistical needs and office supply inventory;
- Manage the organization's office building, physical interior infrastructure, and system maintenance (phone system, security, cleaning, supplies, etc.)
- Source and oversee contracts and service providers

IT Management

- Ensure networks, workstations, operating systems, and software applications are operational and up-to-date across the team
- Ensure the creation and maintenance of a technology asset list

Qualifications:

- Bachelor's degree in business administration, nonprofit management, public administration, or other relevant field
- Relevant work experience managing a broad range of finance, administrative and operational functions across corporate and nonprofit functions
- Experience working in West Side neighborhoods of Chicago (preferred)
- Strong commitment to GPCC mission, vision and programs

Skills preferred, but not required:

- Data and Database Management
- Budget Planning and Management
- Quickbooks
- Salesforce / Little Green Light

Hours and Compensation:

This is a full-time position. Salary is commensurate with experience and ranges between \$40,000-\$50,000 plus benefits.

To Apply:

Send resume, cover letter and related reference to admin@gpcommunitycouncil.org. No phone calls please.

Garfield Park Community Council is an Equal Opportunity Employer