



Title: Administrative/Communication Manager
Status: Part time, 20 hours per week (precise schedule to be coordinated upon hire)
Location: Manchester, NH
Salary: \$20-22/hour depending on skills and experience

About ORIS:

The Organization for Refugee and Immigrant Success (ORIS) is an ethnic community-based nonprofit organization with the mission to aid in the resettlement of refugees and immigrants by providing training, assistance, resources, and opportunities that promote self-sufficiency. The power of ORIS lies in its cultural understanding, linguistic expertise and first-hand knowledge of the immigrant experience. We offer a wide range of programs to support new Americans in our communities, including bridging case management, services for survivors of domestic violence, employment services, farmer training, food access, and youth enrichment.

Job Summary: The Administrative/Communication Manager will report to the Executive Director and serve a critical role for ORIS by supporting the organization's administrative functions, including communications, finance, fundraising, and operations for our teams in Manchester, NH and Worcester, MA. It's an ideal role for a self-motivated, creative, and detail-oriented individual looking to make an important impact at a small nonprofit.

Responsibilities:

Administration and Operations

- Ensure the day-to-day operations of each office are smooth, including maintain supply inventory, overseeing office cleaner, and maintaining equipment such as printers
- Attend ORIS Leadership Team meetings to capture next steps and support implementation of any decisions reached in the meetings.
- Manage inventory of computers and other technology assets, manage basic software subscriptions for staff, and evaluate security risks and needs.
- Perform other duties as assigned and/or as the Manager identifies the needs.

Finance & Fundraising

- In partnership with Grants Manager, develop donor database that captures gifts of all types and utilize it to accurately record gifts received
- Collaborate with the Leadership Team to develop and conduct fundraising appeals and outreach to current and potential donors through email, mail, and other fundraising activities
- Support the planning and execution of fundraising and community outreach events
- Conduct basic data entry in Quickbooks Online, ORIS's system of record, such as invoices and receipts
- File hard and electronic copies of financial documentation appropriately

Communications and Outreach

- Manage ORIS's online presence including website updates, social media management, and development of a donor/supporter newsletter

- Design, compile content, and distribute marketing materials appropriately– online and print (e.g. flyers, annual reports, and mailers)

Human Resources

- Coordinate and attend ORIS all-staff meetings, including in person gatherings
- Collaborate with the Leadership Team and program leaders for hiring processes for vacant roles, including job posting to relevant websites/organizations/email lists; assisting with scheduling interviews and reference checks; and coordinating on-boarding for new staff, including scheduling orientation meetings with other staff, preparing new hire documentation, conducting background & drivers checks as needed
- Coordinate off-boarding for staff leaving the organization, including scheduling exit interviews, collection of ORIS property, and transferring records/documents from their work appropriately.
- Serve as point of contact for staff regarding online timesheet and payroll platform; maintain records in this system to ensure accuracy of staff pay, PTO, and other records.

Desired Skills and qualifications:

- Self-motivated, inquisitive and creative problem-solver; ability to prioritize and efficiently accomplish tasks
- Friendly, calm, and professional demeanor for in-person and virtual interactions, both internally and externally
- 1-2 years' experience in an office setting, with a preference for work in a nonprofit setting
- Ability to securely manage confidential information
- Excellent written and verbal communication skills; able to communicate effectively and respectfully with individuals with varying beliefs, behaviors, orientations, identities, and cultural backgrounds
- Experience across multiple languages and cultures, particularly with refugees or immigrant populations with diverse cultural and socioeconomic backgrounds
- Proficiency in a language spoken by ORIS's new American clients (e.g. Somali, Swahili, Lingala, Kinyarwanda, Kirundi, Maay Maay, Pashto, Dari) is preferred.

Physical Requirements: The ability to sit and work in an office setting for extended periods of time is required to execute job responsibilities.

How to Apply: Interested applicants should send a cover letter and resume to acunningham@refugeesuccess.org. Applications will be reviewed on a rolling basis. ORIS is an equal opportunity employer.