

## COMMUNITY ACTION PLANNING COUNCIL

### JOB POSTING

(In-House & Out-of-House)

**Job Title:** Office Manager  
**Program:** Housing & Energy Services  
**Location:** 588 Morrison Street, Watertown NY  
**Classification:** Regular Full-time Non-exempt  
**Work Hours:** 40 hours per week (M-F) with occasional evening hours  
**Position Grade:** 5  
**Pay Rate:** \$13.98 per hour plus benefits  
**Reports To:** Director of Housing & Energy Services

#### **JOB SUMMARY:**

The Office Manager is responsible for assisting the Housing & Energy Services Director in the delivery of services to community members. This person is responsible for providing clerical support, assisting with the intake process, collecting program data, maintaining inventory records and office files. The Office Manager will become knowledgeable of the Weatherization policies and procedures manual and its implementation. She/he is expected to ensure both client and agency confidentiality at all times; perform job duties ethically, responsibly, and professionally; and contribute to a positive work environment.

**EDUCATION:** Associate Degree in Business Management, Office Technology or a related field required.

**WORK EXPERIENCE:** Experience in office technology, and compiling and maintaining program statistical data required.

#### **SKILLS:**

Must display a high degree of organizational skills and time management  
Must have excellent written and verbal communication skills  
Excellent computer skills required with working knowledge of Microsoft Word, Excel, and PowerPoint  
Experience with QuickBooks preferred  
Must be willing to work as a member of a team  
Experience in construction terminology preferred  
Ability to balance multiple priorities  
Ability to be non-judgmental in working with customers

#### **OTHER REQUIREMENTS:**

Must be able to provide independent transportation to perform job duties and possess a valid driver's license.  
Preference is given to qualified in-house candidates.  
Employment is contingent upon a satisfactory background check.  
Community Action is a substance-free workplace and conducts random, post-accident and reasonable suspicion drug testing.

**TO APPLY:** Submit updated resume, letter of interest and employment application to Community Action Planning Council, 518 Davidson Street, Watertown, NY 13601, Fax 315-785-0892, or email [hr@capcjc.org](mailto:hr@capcjc.org). Application form available at [www.capcjc.org](http://www.capcjc.org). Applications will be accepted until position is filled.

**EOE**