



OFFICE MANAGER

Status: Part-Time (20–25 hours per week)

Compensation: \$24–\$26 per hour, commensurate with experience

Location: Somerset County, NJ

Reports To: Executive Director

About CiC for Prevention and Recovery

CiC for Prevention and Recovery is a nationally recognized nonprofit organization dedicated to strengthening communities through evidence-based substance use prevention, mental health education, harm reduction, and recovery support services. Serving Somerset County and surrounding communities, CiC empowers youth, families, and individuals to build healthier lives in stigma-free communities.

Position Summary

The Office Manager is a highly organized and proactive professional who ensures the smooth day-to-day operation of the organization. This role supports administrative operations, human resources, facilities management, donor administration, and fundraising logistics.

Serving as a central hub for staff, vendors, and external partners, the Office Manager helps maintain efficient systems and processes that enable the organization to deliver high-quality programs and services.

Key Responsibilities

Administrative & Office Operations

- Manage daily office operations and maintain organized administrative systems.
- Assist bookkeeper with billing, accounts receivables, and reports
- Order and maintain office, kitchen, and facility supplies.
- Coordinate vendor relationships and service contracts, including cleaning, landscaping, pest control, internet, and office equipment.
- Assist with IT troubleshooting and coordination with outside technology providers.
- Maintain organizational files, records, and operational documentation.
- Pick up and distribute mail from the post office box.
- Ensure office and facility compliance with safety and building requirements.

Human Resources Administration

- Support onboarding of new employees, including workspace setup and orientation materials.
- Coordinate employee health insurance enrollment and updates.
- Facilitate 401(k) enrollment and changes.
- Maintain confidential personnel and benefits records.
- Assist with employee communications regarding policies and procedures.

Fundraising & Donor Administration

- Enter and maintain donor information in the donor database.
- Process gift acknowledgments and tax receipts.
- Support fundraising mailings and campaigns.
- Assist with donor stewardship and reporting.

Event Support

- Provide support for the organization's fundraising events, including an annual gala, golf outing, etc.
- Assist with logistics, materials, and vendor coordination.

General Support

- Provide additional administrative and operational support as needed.

Qualifications

Required

- Excellent organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Ability to handle confidential information with discretion.
- Commitment to the mission of CiC for Prevention and Recovery.

Preferred

- Administrative, office management, or nonprofit operations experience.
- Experience with donor databases and platforms, (Bonterra, or similar CRM platforms.)
- Experience supporting fundraising events.

- Nonprofit experience.

Desired Attributes

- High integrity and sound judgment.
- Self-starter who takes initiative.
- Warm, professional, and service-oriented.
- Collaborative team player.
- Flexible and adaptable.

Physical Requirements

- Ability to lift up to 25 pounds.
- Ability to move supplies and event materials.
- Ability to sit, stand, and work at a computer for extended periods.

Schedule

This is a part-time position requiring approximately 20–25 hours per week, with occasional evening or weekend hours during major events.

Equal Opportunity Employer

CiC for Prevention and Recovery is committed to creating an inclusive workplace that values diversity of backgrounds, experiences, and perspectives. We encourage candidates of all backgrounds to apply.

To apply, email Andi Williams: awilliams@communityincrisis.org