



OPEN SPACE INSTITUTE

Office Manager, Albany, New York

Position: Office Manager
Reports To: Chief Conservation Officer
Location: Albany, NY

Hours: Part-time
(5.5 hours, Mon – Thurs)

FLSA Status: Non-exempt

The Open Space Institute, (OSI) protects scenic, natural and historic landscapes to ensure public enjoyment, conserve habitats, and sustain community character. OSI achieves its goals through land acquisition, conservation easements, loan and grant programs, creative partnerships, and analytical research.

Position Summary

The Office Manager is responsible for office management and general administrative support to a staff of approx. 6 at the Albany, New York Office, a satellite office of the Open Space Institute which is headquartered in New York City.

The Office Manager is the first “voice” and “face” of OSI to visitors and guests. This position is critically important in ensuring administrative matters are handled effectively and efficiently. The position will interface with internal departments and outside vendors to ensure the office technology and equipment is fully functioning and to maintain a safe and productive physical work environment.

During COVID, Albany program staff split time between home and office, and when in the office, each staff person occupies a private office with a closed door. The Office Manager would also have a private office, but is expected in Monday – Thursday, weekly. Safety is paramount, and best practices issued by the NYS Department of Health and the CDC are followed.

Primary / Essential Responsibilities & Duties

Office Management / Reception

- Manage the front entrance for staff, mail, packages, visitors, messengers, and service repair persons
- Process billing and payment requests for office vendors
- Manage and answer incoming phone calls and attend to visitors
- Manage relationship with landlord and coordinate on remedies to any building issues
- Procurement and oversight of office services (e.g., cleaning, office supplies, invoicing and payment requests)
- Manage information technology needs for the Albany office staff, including coordination with outside consultants, NYC office and IT staff
- Serve as principal administrative liaison to NYC office
- Assist in setting up virtual and in-person meetings; scheduling, food and beverages, materials, meeting and conference call details
- Manage office credit card, expense reports, and petty cash

Administrative Support

- Data entry, drafting and editing of Word and Excel documents and PowerPoint presentations
- Scanning, copying and collating of files, reports, booklets and memos
- File management, both paper and digital
- Organization and distribution of daily mail and processing of special mailings
- Scheduling and booking of staff travel arrangements
- Preparation of senior staff expense reports and bi-monthly lobbying reports
- Timesheet and expense entry for Albany office senior staff
- Other miscellaneous support work which can include proofreading survey maps and deeds, compiling property closing binders, and assisting with compilation of financial reports, forwarding tax bills, and other, as needed

Program Support: Executive, Communications, Parks and Stewardship

- Support Albany office senior staff (e.g., help with coordination of meetings, procurement and distribution of materials, financial reporting support, contract execution and management including payment of vendors)
- Park Advocacy Day (annual event) (e.g., coordinate logistics including meetings for groups, lodging and meals for attendees, vendors and event location, material support)
- Coordinate logistics for Parks & Stewardship outings
- Support on donor, staff and trustee events

Required Skills/Core Competencies

- Skilled in Microsoft Office (Outlook, Word, SharePoint, Teams, PowerPoint, and Excel)
- Virtual Meeting Software – ability to set-up, operate and troubleshoot
- Diplomatic, tactful, able to exercise sound judgement and communicate clearly
- Highly detail-oriented and organized
- General knowledge of office equipment including phone systems, copy, print and fax machines
- Self-starter with the ability to multi-task, prioritize, and work to deadlines
- Work with all staff in collegial manner
- Desirable:
 - Land Trust experience a plus
 - Adept at using technology and understanding of tech lingo: network, hardware, software
 - Interest in environmental issues and conservation

Qualifications/Education

- Minimum of 5 years administrative/office support experience, with demonstrated ability to handle the above responsibilities and tasks
- Associates degree, or equivalent work experience

Physical Requirements

- Frequently sits for long periods of time
- Frequently speaks, reads (paper and monitor), writes, and uses a computer keyboard
- Desk duty is punctuated with regular standing, walking, lifting, stooping, bending, moving files
- Ability to carry out errands (supplies/mail runs); access to a car is desirable
- Will require occasional standing, walking, lifting (up to 30 pounds), stooping, bending, and moving files and other items.

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned, as needed.

How to Apply

Email your cover letter and resume (including your salary expectation) to resumes@osiny.org. Put “Albany Office Manager” and where you saw the job posting in the subject line. Applications will be reviewed on a rolling basis through January 15th, 2021. No phone calls, please.

Hourly rate up to \$25/hour, based on prior experience. Includes paid time off and paid holidays. This position is part-time and does not include health benefits. For more information, visit <https://www.openspaceinstitute.org/careers>.

OSI is committed to workplace diversity and inclusion. We recognize that our conservation mission is best advanced by the leadership and contributions of people of all genders, diverse backgrounds, beliefs, and cultures. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or any other status protected by law.