



## Job Description

### Office Manager *Full Time, Exempt*

CommonWealth Kitchen, Inc.

[CommonWealth Kitchen](#) (CWK) is Boston's food business incubator and food manufacturing social enterprise. We're on a mission to break down the barriers for low-income women, immigrants and people of color to build viable food businesses as a means to generate assets and wealth, create jobs with few barriers to entry, and strengthen the infrastructure needed to build a just, equitable, sustainable regional food economy. More than just a shared kitchen, CWK provides a comprehensive array of business and technical assistance, access to a powerful network of industry partners and outsourced manufacturing services for emerging food companies.

### **Position Overview**

Reporting to CWK's Director of Finance and Business Operations, the Office Manager will provide a range of administrative functions to support CWK's day-to-day operations, including managing all phone and email inquiries and welcoming all building visitors, serving as the first face and voice that people encounter when they reach out to CWK. This position will also maintain key organizational records and information systems, assist with events, and play a critical role in supporting the Executive Director in coordinating fundraising outreach. This is a full time role that requires passion, drive, strong communications skills, excellent time-management, a customer-service orientation, familiarity with database systems and flawless attention to detail. The ideal applicant shares CWK's commitment to equity and inclusion, and is energized by working in a fast-growing non-profit social enterprise.

### **Primary Responsibilities**

- Serve as CWK's initial point of contact for all visitors, and screen and respond or redirect all general phone, online and email inquiries;
- Provide general administrative support to program and administrative staff, including scanning, organizing, and filing, inputting and maintaining web-based and paper files, scheduling and providing support for meetings, workshops, tours, and events;
- Provide scheduling and meeting support to the Executive Director, including coordinating quarterly Board meetings and other internal and external meetings, managing catering needs, and organizing material packages, meeting notes, and files;
- Assist CWK staff and consultants to maintain accurate, updated organizational databases, including funder information, key contacts, annual appeal, and select funder appreciation efforts;
- Assist CWK staff with production, organization, and distribution of select marketing materials;
- Provide staffing and other support for select CWK events including planning, event coordination, sponsorships, procurement, staffing on behalf of CWK, and follow-up with participants;
- Organize and maintain digital photos and other digital files;
- Monitor and maintain office supplies;
- Other duties as assigned at the discretion of Supervisor and Executive Director.

### **Reporting**

This position will report directly to the Director of Finance and Business Operations.



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## Qualifications

This is a position for an individual who loves helping others and has the organizational skills, consistency, and attention to detail to keep a rapidly-growing organization running smoothly.

- Minimum of 3 years of comparable experience;
- Strong verbal and written communication skills;
- Experience with Google Apps, MS Office required;
- Familiarity with database systems and/or customer relationship management platform strongly preferred;
- Exacting attention to detail;
- High level of maturity, empathy, and grace under pressure;
- Unwavering commitment to service and customer orientation;
- Ability to work independently with excellent time-management skills;
- Comfortable working in a collaborative, fast-paced work environment;
- Deep personal commitment to CWK's work and mission;
- Bilingual a plus.

Interested candidates must be authorized to work legally in the United States.

## Benefits

CommonWealth Kitchen offers a fast-paced, rewarding work environment at our 196 Quincy Street location, a group employee health insurance plan, and standard holiday and vacation benefits. Pay based on experience.

## To Apply

Please send letter of interest, resume, and three references to [OfficeMgtJob@CommonWealthKitchen.org](mailto:OfficeMgtJob@CommonWealthKitchen.org) (no calls please). We will review all submissions and only contact individuals selected to continue in the search process. Applications will be accepted until the position is filled.

**Equity and diversity are core to who we are at CommonWealth Kitchen. We believe deeply that a diverse staff makes us a more successful organization. Therefore we particularly encourage women, people of color, and immigrants to apply. CWK is a CORI-friendly employer.**