



PIEDMONT EAST BAY
CHILDREN'S CHOIR

Office Manager Job Announcement

Come join Piedmont East Bay Children's Choir ("PEBCC") as our **Office Manager** for the opportunity to use your expertise in administration, vendor management, customer service and human resources in service to a fantastic arts education nonprofit located in Oakland!

The **Office Manager** is the lead for ordering materials, equipment, and supplies, managing vendor and venue relationships and contracts, and overseeing the office's day-to-day operations. Reporting to the Executive Director, this role supports the Executive Director and the Finance Director to create and manage effective office systems and processes and facilitates hiring and recruitment while administering PEBCC's HR onboarding program for new hires. This position is crucial for ensuring smooth operations, supporting educational and public programs, and maintaining a well-organized and efficient office environment.

In this role, the **Office Manager** is responsible for office operations including developing, implementing and maintaining office-wide administrative procedures pertaining to supply inventory, central files, office equipment, and mail/package distribution, human resources including talent recruitment, employee onboarding and training, purchasing and inventory management, and program support including managing key vendors, uniform distribution, and managing substitute needs and tour logistics and form support.

This is a great role for someone who is highly organized and adept at wearing multiple hats, enjoys working with people, and also enjoys the precision of managing and entering data accurately.

Knowledge Skills and Abilities

- Minimum of three (3) years of work experience combined into one or more of the following roles: an office manager, HR generalist, administrative support specialist, full-charge bookkeeper or purchasing coordinator.
- Intermediate to advanced proficiency with QuickBooks or similar accounting software.
- Intermediate to advanced proficiency with Google Workspace Suite (e.g., Gmail, Doc, Sheets, Slides, Drive), MS-Office (e.g., Excel), Adobe Acrobat/Sign, and DocuSign. Willing and able to learn new software.
- Intermediate proficiency with SalesForce or similar CRM software.
- Demonstrated excellence in verbal and written communication.
- Exceptional interpersonal skills with a focus on delivering excellent customer service.
- Ability to work with a high degree of accuracy and attention to detail.
- Ability to prioritize workload efficiently and manage multiple projects.
- Ability to work independently and collaboratively, take initiative, and be proactive around problem-solving.
- Flexibility in communication styles and modes.
- Familiar with Oakland and engaged in the Oakland community.
- Approaches work with an equity and inclusion lens.
- Strong organizational skills; comfort with digital tools and research.
- Self-motivation and adaptability.
- Valid California Driver's License with an insurable driving record.
- Ability to complete California DOJ LiveScan for youth-serving organizations.

Preferred Qualifications

- Experience as a receptionist in an office setting.
- Work experience in a non-profit, educational, and or performing arts organization.
- Current First Aid/CPR certification.

Personal Attributes/Values

- People-orientation- able to interact effectively, politely, and productively with all types of people from all types of backgrounds and experience and in all types of situations.
- Deeply committed to social justice and education.
- Professional maturity to manage composure during stressful interactions.
- Energetic, diplomatic, adaptable and with a good sense of humor.
- Passionate about PEBCC's mission, vision, and goals and possess an understanding of how this position contributes to the organization's success.

Physical Requirements

This position is primarily located in an office environment. Able to perform the following duties with or without accommodation:

- Stand, sit, kneel, walk, bend, and perform repetitive motions for the duration of an eight (8) hour shift.
- Able to operate standard office equipment including computers, keyboard, phones, POS machines, and printers.
- Traverse safely throughout the entirety of the facility including climbing flights of stairs.
- Safely lift, move, and transport items weighing up to 20 lbs.
- Communicate in a clear speaking voice in person, over the phone and during video conferences.
- Complete COVID-19 primary vaccination series and most recent vaccination booster available.

Benefits & Compensation

This is a .75 FTE, non-exempt position based in Oakland, CA. Our work environment is casual, upbeat, professional, and fun. This position is scheduled Monday through Thursdays, 10:00 am – 6:00 pm, with occasional evenings and weekends with advanced notice. The non-negotiable pay rate for this position is \$30.79 per hour (\$annualized). Employees working 30 or more hours a week are eligible to participate in benefits the first of the month following 30 days of service. Benefits include:

- Monthly contribution toward company health insurance plan, 401k plan, and/or as added compensation
- Generous leaves of absence! Accrue up to 15 days of paid vacation in your first year AND separate paid sick leave based upon your hours of service. PEBCC currently celebrates 11 paid holidays plus a paid office closure from Dec. 24- Jan. 1 each year.

How to Join PEBCC

Apply for this position by submitting your cover letter and resume to Executive Director Keri Butkevich at kbutkevich@piedmontchoirs.org. Your cover letter should include why you would be a good fit, what you'd bring to PEBCC, and what appeals to you about this position. Due to the size of our team and the nature of our work, we are unable to respond to phone calls.

Note: PEBCC does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

PEBCC fully and actively supports equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Our commitment applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

About PEBCC

Our mission is to empower & develop youth through engagement in a vibrant, nurturing and internationally recognized choral arts community. We do this through championing artistic excellence via music education, innovative artistry, community building and cultural exchange. We foster the skills and confidence needed for young people to raise their voices proudly and use them to connect with others and our community. Our

singers are brought together by their common love of music, from all over the Bay Area, and form a community of young artists.