



OFFICE MANAGER

POSITION DESCRIPTION

The Pennsylvania Immigration Resource Center (PIRC) is a non-profit agency located in York, Pennsylvania that serves immigrants through free legal services, education, and advocacy. The Office Manager plays a critical role in the organization and is often the first point of contact for community members seeking assistance.

The Office Manager is responsible for overseeing the daily operation of the office, ensuring smooth and efficient operations by managing administrative tasks, coordinating internal and external communication, and tracking expenditures. This role also supports the Executive Director.

JOB PURPOSE AND KEY ACTIVITIES

Facilities/Information Technologies:

- Ensures all office equipment, including printers and phones, are in proper working order and available for use.
- Designs office space for new staff. Orders needed equipment and facilitates IT setup.
- Onboards new staff members, including ensuring required compliances, training, and paperwork is in order.
- Serves as primary contact for vendors such as phone service provider and IT service provider and assists with troubleshooting any issues as they arise
- Maintains physical space, ensuring safe, clean, comfortable, and functional work environment.
- Manages IT projects to ensure adherence to budget, schedule and scope of project.
- Maintains inventory and tracking of all office equipment

Financial/Administrative:

- Processes PIRC income and ensures all income intended for PIRC is promptly received, deposited, recorded, and reconciles in accordance with internal control policies. Deposits checks, as needed.
- Processes all disbursements for valid business purposes in accordance with internal control procedures.
- Maintains PIRC's credit card to facilitate efficiency in transactions. Reconciles monthly.
- Visits the post office daily to send and pick up mail. Prepares mail and purchases postage. Receives, prepares, and distributes mail to the appropriate staff member.

- Responds to inquiries from the community via the website, email, phone and provides referral information for callers seeking services not provided by PIRC.
- Maintains inventory of office supplies; reorders as needed.
- Manages all insurance renewals, excluding health, supplemental, and life and requests competitive bids, as needed to ensure fair and reasonable pricing.
- Performs appropriate background checks for both clients and staff.
- Prepares for and participates in PIRC outreach events as able.
- Assists Development director with mailings and event preparation.
- Receives, manages, and processes employee requests, ensures problems are resolved quickly. Acts as a liaison between employees and any outside contractors or vendors.
- Other tasks as assigned.

QUALIFICATIONS AND EXPERIENCE

- High School diploma or equivalent required.
- Fluency in Spanish (both written and verbal) required.
- Proficient with Microsoft Office Suite.
- General understanding of information technology procedures and practices.
- Previous experience with standard office organization in a law office setting, preferred.
- Strong organizational and interpersonal skills needed.
- Superior organizational and time management skills needed. Must be detail oriented.
- Must be flexible and able to adapt to a changing work environment.
- Passion for PIRC's mission and demonstrated commitment to immigration issues.
- Strong sense of personal initiative and ability to manage multiple tasks without extensive supervision.
- Excellent verbal and written communication skills.

Other:

- Reasonable accommodations may be made to enable individual to perform the job purpose and activities outlined above.
- Must successfully pass FBI and Child Abuse Clearance background checks.

POSITION TYPE

- Part-time non-exempt position: 20 hrs/week, with some flexibility when designing a fixed schedule. Eligible for overtime hours.
- On site: Due to the responsibilities of this position, the Office Manager role is expected to be performed onsite from the physical office location in York, PA.

LOCATION

- York, PA
- Relocation Assistance is available through PIRC for those willing to relocate to help us advance our mission!

ABOUT YORK

Historic York County, located in the Susquehanna River Valley of South-Central Pennsylvania, is a short drive from Lancaster, Harrisburg, and Baltimore, and within easy access to Philadelphia, Washington, D.C., Pittsburgh, and New York City.

WHY PIRC

For immigrants in our community and in detention, the Pennsylvania Immigration Resource Center (PIRC) provides a unique combination of immigration legal services, advocacy, and education that provide protections to the most vulnerable immigrants in Pennsylvania. PIRC is an experienced provider of free, accessible, multilingual immigration services that empower, protect, and transform lives.

The staff at PIRC is its greatest strength. We strive to create a collaborative environment that encourages the sharing of ideas and victories, no matter how large or small. PIRC offers a comprehensive benefits package for full-time staff including a simple IRA with employer match and generous paid leave and flexible policies reflecting the organization's ongoing commitment to self-care. Members of PIRC are passionate, intelligent, and hardworking individuals all committed to the common cause of providing access to justice for immigrants.

TO APPLY

Please send a cover letter, resume and three references to employment@pirclaw.org.
Note: Applicants will be notified prior to contacting references.

DEADLINE

Applications will be accepted on a rolling basis until the position is filled.

PIRC is an equal opportunity employer. We value a diverse workforce and an inclusive workplace. PIRC encourages applications from all qualified individuals, without regard to race, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status, citizenship, or any other consideration prohibited by law.

Commitment to Inclusion: The Pennsylvania Immigration Resource Center provides support and services to communities across PA and is committed to a workplace that reflects the diversity of those we serve. All applicants and employees of different backgrounds and perspectives, regardless of race, religion, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other quality that makes them exceptional, are valued and treated as equals.