



Job Announcement

Job Title	Salt Lake County Office Manager
Reports To	Salt Lake Site Coordinator
FLSA Status	Non-Exempt
Pay Scale	\$15/hour, 20 hours/week
Performance Reviews	90-day and annually on start date anniversary

Duties and responsibilities:

Project Read is a non-profit adult literacy program that offers individualized reading instruction to adult students by trained volunteer tutors. The Project Read Salt Lake County Office Manager helps carry out the objectives of Project Read through the following activities:

- Keeping the office open during scheduled office hours, including interviewing and assessing students and recommending appropriate reading materials, supporting labs, assisting tutors when needed, checking out and returning materials, and accepting/recording fees;
- Managing the Project Read Office, which includes writing letters/emails, keeping records, answering telephones, etc.;
- Managing and updating the Project Read database;
- Assisting in the public relations in Salt Lake County;
- Performing other duties as requested.

Qualifications:

- Excellent computer skills: database experience (preferably Salesforce) and Google/Microsoft skills required
- Exceptional interpersonal skills (e.g., answering phones and working with the public, including illiterate students needing compassion and understanding)
- Teaching or tutoring experience preferred
- Ability to do a variety of tasks
- Ability to be flexible and take initiative





Additional information:

- Non-Exempt Position: The work week of all of the employees in Project Read who fall under the Fair Labor Standards Act must not exceed forty hours per week.
- Reports to: Salt Lake Site Coordinator, also works closely with volunteers and lab instructors.
- Supervisory Responsibility: Overseeing Project Read volunteers
- Note: The statements herein are intended to describe the general nature and level of work performed by employees, but it is not a complete list of responsibilities, duties, and skills required of personnel so classified. No contract, either express or implied, respecting the procedures, terms, conditions, or duration of employment is created by this Job Description.
- Employment at Project Read is on an at-will basis, which means your employment may be terminated by you or by Project Read at any time, for any reason, or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Trustees. Project Read reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.
- Project Read is an equal opportunity employer. All qualified applicants are considered for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

Application information:

- Please submit a resume and cover letter to Ashlen Lemon Chadwick, Project Read Assistant Director, at ashlen@projectreadutah.org.