



## Job Announcement

<b>Job Title</b>	Office Manager
<b>Reports To</b>	Program Coordinator
<b>FLSA Status</b>	Non-Exempt
<b>Pay Scale</b>	\$12/hour, 18–20 hours/week Schedule: T/W/Th, 10am–2pm, F 10am–4pm
<b>Performance Reviews</b>	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 Office Manager is responsible for representing the Project Read program and assisting the Project Read Executive Director execute his or her functions. The Project Read 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 instructional materials, introducing students and tutors, assisting tutors when needed, checking out and returning materials, and accepting/recording fees;
- Managing the Project Read Office, which includes writing letters, keeping records, answering telephones, monitoring office supplies and training materials, keeping the web site up to date, etc.;
- Assisting in managing and updating the Project Read databases;
- Assisting with reporting, including helping to compile and analyze statistical information;
- Overseeing Project Read research projects to assess program quality and service-learning interns;
- Updating and ensuring the accuracy of policies and procedures as needed; and
- Performing other duties as requested.

### **Qualifications:**

- Excellent computer skills: word processing and database management (Salesforce)
- Interpersonal skills (e.g., answering phones and working with the public)
- Teaching or tutoring experience (teaching license) 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: Program Coordinator, also works closely with volunteers and Volunteer Coordinator.
- 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 Shauna K. Brown, Project Read Executive Director, at [shauna@projectreadutah.org](mailto:shauna@projectreadutah.org).



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