

Office Manager

Job Description | 2021

IGNITE Worldwide is the answer to achieving gender equity in STEM. We work directly with educators during the school day to provide programming that promotes STEM education and career advancement for girls* from historically marginalized communities. Through our award-winning program we connect students with STEM professionals who live and work in their communities to promote interest, education, and career opportunities in STEM fields.

** We welcome any student who identifies as female, nonbinary, transgender, or agender. Our mission is focused on supporting underserved and marginalized youth, to encourage greater gender and racial diversity in STEM classes, clubs, opportunities, and careers.*

Job Description IGNITE Worldwide is searching for a qualified, motivated, and experienced Office Manager for our remote work environment. The Office Manager would be responsible for the efficient functioning of the entire (remote) office and would span across administrative, financial, and managerial tasks.

Location Remote

Employment Type Full-Time, Exempt

Work Schedule Mon.-Fri., 9am-5pm Pacific Time

Compensation \$45,000-\$50,000/year, DOE

Qualifications

- 2+ years of experience in an office management role
- Superior communication skills, both verbal and written
- Self-starter, highly proactive, and collaborative
- Solutions oriented with the ability to be flexible in the face of changing conditions
- Technology troubleshooting capabilities
- Ability to work independently and prioritize tasks
- Excellent organizational skills, commitment to accuracy and attention to detail

Responsibilities include, but are not limited to:

- Responds to and resolves administrative inquiries and questions.
- Proactively manage and prioritize CEO's calendar, resulting in the CEO staying focused on their business priorities, working efficiently, and ensuring they are fully prepared and timely for meetings.
- Provide support to leadership, including CEO
- Provide support on Human Resources functions - recruiting, employee onboarding, and training
- File and maintain invoices and other various accounting documents
- Assist accounting with various special projects as needed, including payroll processing
- Ensure awareness and compliance with administrative operations policies and procedures



Inspiring Girls Now
In Technology Evolution

- Exercise sound judgment, tact, integrity, and professionalism
- Manage multiple simultaneous projects amidst a dynamic atmosphere
- Build and maintain good business relationships with partners and staff both internally and externally
- Maintain quality filing systems including contact management, document management, and archiving to ensure an organized office environment
- Assist with other projects as requested

Apply To apply, email a cover letter, resume, and email and telephone contact information for 3 professional references, all in PDF format, careers@ignite-worldwide.org. Applications for this position will be accepted until the position is filled.

Thank you for your interest in IGNITE Worldwide!

Our Commitment to Diversity and Inclusion We are committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. We are proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class. We are an Affirmative Action employer. We encourage individuals with diverse backgrounds to apply and desire priority referrals of protected veterans. If due to a disability you need assistance/and or a reasonable accommodation during the application or recruiting process, please send a request to careers@ignite-worldwide.com