**Office Manager**

**December 10, 2019**

Highland Planning is a growing community development firm based in Rochester, NY. Our firm specialties are public outreach, commercial district revitalization, and market analysis. We are seeking a part-time Office Manager to support our six staff. This is a professional position that requires organization, vision, and the ability to develop, build and maintain working relationships with firm colleagues and clients.

We are a creative and collaborative team, and we are seeking someone who matches our firm culture. The firm's key values are:

1. Honor people.
2. Go to them.
3. Make it sparkle.
4. Listen.

**Duties & Responsibilities**

* Order and keep inventory on supplies
* Oversee monthly invoicing
* Manage external printing projects
* Manage equipment and maintain charged electronics
* Maintain insurance certificates for all projects
* Solicit and edit posts for social media from firm team
* Update monthly key performance indicator report
* Develop and send quarterly newsletter
* Notarize forms
* Coordinate and schedule staff trainings
* Manage stakeholder databases and project photographs
* Respond to requests for proposals and develop marketing materials
* Manage bill payments
* Oversee contract execution
* Download and organize photographs after events
* Manage social media pages
* Schedule HVAC maintenance and office improvements
* Organize files
* Support staff at events and meetings when needed

**Required Skills & Qualifications**

* Excellent verbal communication skills
* Strong writing skills
* Project management skills
* Desire and ability to work with a team and independently in a self-directed environment, prioritizing workload to meet deadlines
* A valid NYS driver’s license
* Willingness to attend evening meetings up to 1 day/week if necessary

**Desired Skills & Qualifications**

* Prior consulting experience (i.e. budgets, billable hours, proposals, etc.)
* Undergraduate degree in communications, urban planning, public policy, and/or business management or equivalent amount of education and experience
* GIS skills
* Graphic design skills

**To Apply**

This position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a veteran. Send cover letter, resume, and a writing sample that describes a relatively recent public engagement experience you’ve had and what you learned from it to Tanya Zwahlen (tanya@highland-planning.com). Please specify “Office Manager” in the email title. Applications will be reviewed as they are received.