



United Way
OF THE GREATER LEHIGH VALLEY

United Way of the Greater Lehigh Valley Job Posting

Office Manager

Department: Executive Office

Supervisor: AVP, People & Culture

Status: Hourly, Nonexempt, Full-time (37.5 hours per week)

Rate Range: \$25 – \$30 / Hour

Location: UWGLV Office

Position Description Office Manager

Manage all office operations; ensure our physical space is clean, welcoming and functional, all staff have the physical resources they need to conduct their work and we are providing excellent hospitality to guests. Provide ad hoc administrative support as needed across the organization.

Accountabilities:

1. **Execute on office operations** (25% of time): maintain supplies inventory, distribute mail & packages, manage meeting spaces, schedule zoom, triage web submission forms, arrange for office services, manage office operations budget.
2. **Provide ad hoc administrative support for executives and departments** (30% of time): act as a floating admin, provide light executive support to leads without a dedicated assistant and light administrative support for departments without an admin.
3. **Manage physical office space** (20% of time): Ensure our physical space is clean, welcoming and functional. Manage facilities requests, office furniture, cube assignments, building badges, parking use.
4. **Direct office hospitality** (5% of time): Ensure visitors to the office and attendees at our events experience excellence in hospitality, feel cared for, welcomed and valued. Organize food service with standardized vendors, SOP's and spend limits.
5. **Org-wide Office Operations** (10% of time): participate as a member in the admin pool, answering the main phone line on rotation, fielding 211 call requests and assisting at events.

Work Experience and/or Education Required

Five plus years' professional experience in a range of the following: administrative or executive support, facilities or office management, project management, or customer service. Education is considered in lieu of experience.

Skills Preferred

- Proficient user of general office equipment,
- Familiar with facilities management,
- Knowledge of business English correspondence, correct punctuation, and grammatical usage,
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint, Outlook),
- Ability to work in a fast paced, results driven environment
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package

In addition to the base pay, annual COLA, individual performance bonuses and shared success bonuses, this position is eligible for a full benefits package including subsidized medical, vision and dental insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

Work Location

This position is based in person at the UWGLV office in Allentown, PA for at least 60% of the work schedule.

HOW TO APPLY

Interested candidates may apply via: <https://my.career.place/static/jobs/office-manager-20260916-cmu1f0xlnlni10jlcba8kfva9?source=uwglv>