

Office Manager

September 2025

Position Description:

This is a part-time, 12 hour per week position, that supports the organization by managing office operations and supporting the Staff and Board of Directors. This position is supervised and evaluated by the Chief Administrative Officer.

Office Management (10 hours per week)

Manage efficient & effective daily office operations including:

- Managing office supplies, subscriptions, memberships, cleaning and security
- Managing general and walk-in inquiries and info email
- Oversee mail collection, distribution & submissions
- Support staff & assist Chief Administrative Officer
- Act as liaison between vendors for the IHT office and employee house
- Oversee management of IHT employee house

IHT Board Support (2 hours per week)

- Act as liaison with Board & Staff for record-keeping and maintenance of meeting calendar
- Prepare a written summary of meeting minutes for all Board meetings
- Facilitate the maintenance of Board documents and ensure documents are current & visible on the IHT Board Portal
- Support Governance Committee Chair with collating & disseminating meeting documents

Skills and Qualifications:

- Demonstrate excellence in organizational, managerial, and communication skills
- Excellent written and verbal communication skills
- Capacity to manage multiple projects simultaneously
- Excellent computer skills. Regular use of Microsoft, Word, Excel, WordPress
- Interest in and commitment to affordable housing, sustainable economic development and healthy island community
- Ability to work well with diverse individuals and balance a variety of needs

Experience:

At least 2 years of office and administrative operational experience

- College degree preferred