



Location: Glastonbury, CT
Position Title: Office Manager
Position Type: Full time, 37.5 hours
Salary: starting \$28/hr. (\$55,000/yr.) commensurate with experience

Supporting best practices that promote mental health and aim to eliminate suicide, substance misuse, and problem gambling/gaming.

Amplify is a leading nonprofit that serves as a strategic community partner for planning, education, prevention, and promotion of behavioral health across thirty-seven towns in North Central Connecticut.

We are seeking an experienced **Office Manager** to ensure organizational effectiveness across the agency.

Responsibilities:

- Under the direction of the Executive Director, provide administrative support and manage day-to-day operations of Amplify.
- Provide routine supervision to team member(s) and administrative functions.
- Coordinate approval of invoices, payments, and donations accurately and within audit parameters.
- Assist with contract management and deliverables tracking for multiple funding streams.
- Coordinate with IT, external vendors, and building management.
- Provide administrative support for human resource tasks.
- Manage inventory and ordering of office supplies.
- First point of contact, answering general phone calls, emails, and welcoming visitors.
- Coordinate executive-level meetings, events, and training room scheduling.
- Assist in the development of agency plans and reports.
- Support communications functions including presentations, social media, and publications.
- Performs other duties and responsibilities as assigned by the Executive Director.

Required Qualifications and Skills:

- Academic degree in business/public administration, or related field with a minimum of 3 years relevant experience. Supervisory experience preferred.
- Excellent verbal/written communication skills, with poise and presence to work alongside leadership team.
- Proficient in Microsoft Office suite, including spreadsheet management.
- Self-starter with the ability to manage multiple projects independently and prioritize tasks.
- Demonstrates discretion, confidentiality, and diplomacy in handling sensitive information.
- Collaborative team player with a proactive approach to process improvement and best practices.
- Understanding of fiscal management and budgeting.
- Demonstrated commitment to the mission and values of the organization.

We understand what it takes to do this work well and be well. We offer competitive benefits including:

- Paid time off includes: fourteen holidays, plus vacation and sick time.
- Health and dental insurance
- 100% Employer-sponsored HRA
- Dependent care reimbursement.
- Employee Assistance Program (EAP)
- STD/Disability coverage
- Retirement plan options

To apply: Email resume and cover letter to careers@amplifyct.org with "Office Manager" in the title.
To learn more: Visit www.amplifyct.org.