



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 setup/scheduling.
- Assist in the development of agency plans and reports.
- Support communications functions including presentations, social media, and publications.
- Perform 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 contract management and budgets.
- 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](mailto:careers@amplifyct.org) with "Office Manager" in the title.  
To learn more: Visit [www.amplifyct.org](http://www.amplifyct.org).