

Office Manager (Part-Time)

About Serve the World

Serve the World helps students and families experiencing homelessness and housing instability move toward long-term stability through case management, resource navigation, and community partnerships.

Position Summary

The Office Manager reports to the Executive Director and provides administrative, operational, communication, and financial support to the organization. This position works collaboratively with staff, volunteers, vendors, and community partners to support efficient operations and mission delivery.

Primary Responsibilities

Administrative & Office Support

- Maintain organizational files, records, and administrative systems.
- Support scheduling, meeting preparation, and organizational correspondence.
- Monitor office supplies, equipment, and operational needs.
- Assist with data entry and record management.
- Assist with invoice processing, expense tracking, receipt collection, and basic financial recordkeeping.
- Support staff with purchase requests, reimbursement documentation, and financial paperwork.

Communications & Information Management

- Support website updates and ensure information remains current.
- Coordinate social media and communication requests by gathering information from appropriate staff and partners.
- Assist with newsletters, announcements, and organizational communications.
- Help maintain contact lists and communication databases.

Event & Program Support

- Assist with program events, volunteer activities, workshops, and community outreach efforts.
- Coordinate event logistics, registrations, materials, and supplies.
- Support the distribution of program resources, donated items, and supplies.
- Assist with event setup, breakdown, and follow-up activities.

Volunteer & Community Support

- Assist with volunteer communication, scheduling, and tracking.
- Support volunteer onboarding and engagement activities.
- Help maintain positive relationships with community partners and vendors.
- Provide support for organizational and community initiatives.

Organizational Support

- Assist staff with administrative and operational projects.
- Support board and committee meeting logistics as requested.
- Perform other duties as assigned by the Executive Director.

Qualifications

- High school diploma required; associate degree or relevant experience preferred.
- Experience in administrative support, office management, nonprofit operations, or related work.
- Strong organizational and communication skills.
- Ability to manage multiple priorities and deadlines.
- Experience with Microsoft Office, Google Workspace, project management systems, HR/payroll systems, Canva and database management platforms.
- Basic bookkeeping, financial tracking, or accounts payable experience preferred.
- Commitment to Serve the World's mission and values.

Work Schedule, Environment & Compensation

- Part-time hybrid position averaging 18–22 hours per week with scheduling flexibility to meet organizational needs.
- Compensation of **\$25.00–\$28.00 per hour**, based on experience and qualifications
- Occasional evening or weekend activities may be required
- This position is not eligible for benefits
- Mileage reimbursement for approved organizational travel
- Technology and equipment necessary to perform assigned duties

Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Ability to travel locally for meetings, school visits, community events, and organizational activities.
- Ability to participate in program activities, community engagement efforts, and organizational events.
- Ability to lift and carry up to 25 pounds regularly and up to 50 pounds with assistance.
- Ability to utilize standard office technology and communication tools.
- Ability to assist with the movement and distribution of program materials, donated goods, event supplies, and organizational resources as needed.

How to Apply

Please submit your resume and cover letter to [hiring@servetheworldkc.org](mailto: hiring@servetheworldkc.org) with subject line: **Office Manager- last name**