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[www.eastshoreepgh.com](http://www.eastshoreepgh.com)

## Office Manager Job Description

The Enterprise Zone Corporation of Braddock, PA (EZCB) is a 501c3 tax-exempt economic development organization serving the boroughs of Braddock, North Braddock, Rankin, and Swissvale. EZCB provides small business financing via two revolving loan funds, and works to eliminate blight, assemble tax-delinquent land parcels for new development, and market the four boroughs as a well-located, cost-effective location for new and expanding businesses in metro Pittsburgh via its EastShore Initiative. Since its founding in the 1980s, EZCB has provided \$3 million in direct business and building investment loans, leveraging over \$16 million in other funding, and creating almost 600 jobs.

EZCB hired a new Executive Director earlier in 2024 and recently opened its first-ever office at 501 Braddock Avenue, Suite 110, in Braddock Borough. The Office Manager is expected to physically work in the EZCB office four days per week (i.e., one remote day/week is permitted). This is an excellent opportunity for anyone interested in entering the community and economic development field; the new Executive Director has 25 years of experience in the field and will enthusiastically share his expertise to help grow the next generation of leadership in the field

### JOB DUTIES:

- Manage all administrative operations efficiently so that the Executive Director may focus on fundraising and EZCB's programmatic activities.
- Perform bookkeeping duties for the organization in QuickBooks Online.
- Pay recurring bills (e.g., office rent, utilities, insurance) and process incoming monthly loan payments.
- Provide administrative support to the Executive Director.
- Manage relationship with EZCB's landlord; contact landlord or responsible utility in the event repairs are needed or a service outage.
- Answer phone calls and greet visitors.
- Take minutes of the meetings of the corporation.
- Exhibit polite and professional communication via phone, e-mail, and mail.
- Order and coordinate delivery of food and beverage for monthly board meeting, and other events as required (EZCB's annual dinner is held in November/December at an outside venue)
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, and placing orders for supplies.
- Assist in preparing applications to the Pennsylvania Department of Community and Economic Development and other funding sources (e.g., private foundations), and in filing required compliance documentation.
- Maintain EZCB's contacts database.
- Contribute to team effort by accomplishing related results as needed.

### QUALIFICATIONS/REQUIREMENTS:

- Proficient in MS Office Suite – Word, Excel, PowerPoint, Outlook, Teams.
- Proficient in QuickBooks Online.
- Associate's Degree in relevant discipline (Bachelor's Degree is a plus).
- Two years prior experience in an office work environment.
- Availability to work four days/week at EZCB's office.
- Ability to work evenings two-three times annually in support of EZCB events.

Salary range is \$45,000 – 55,000 annually. EZCB provides comprehensive health, dental, and vision insurance, paying 100% of the employee's premium and 50% of dependent premiums for health insurance, and 50% of employee and dependent premiums for dental and vision. Three weeks of personal time off (PTO) are provided annually, plus 12 paid holidays, and holiday office closure during the week between Christmas and New Years Day.

To apply, please send resume and cover letter to Bernie McShea, EZCB Executive Director, at [bmcsheaezcb@gmail.com](mailto:bmcsheaezcb@gmail.com)