



TO APPLY: Send an email and cover letter to CEO Jennifer M. Pigza, PhD, at jpigza@girlsincislandcity.org. The preferred deadline is September 30, 2026.

OFFICE MANAGER (25hrs/wk)

[Girls Inc. of the Island City](#) has served children and families in the city of Alameda since 1964. Our mission is to inspire all girls and youth to be strong, smart, and bold and to engage youth in creating a more equitable society. We achieve this mission through innovative research-based Girls Programs for girls and gender expansive youth ages 5-18 and Alameda Island Kids child care for any child attending our partner Alameda Unified elementary schools. With a 60+ year history in Alameda, Girls Inc. of the Island City is a local affiliate of the Girls Inc. organization. We embolden our participants to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams. In all, Girls Inc. of the Island City engages nearly 850 youth annually. The operating budget is \$3M, with approximately 40 full-time and part-time staff.

POSITION SUMMARY

The Office Manager is responsible for the day-to-day facilities management, centralized administrative duties, and ongoing support of programs, the CEO, and Board of Directors. The Office Manager serves as the key welcomer and wayfinder for the organization, setting a positive tone for guests' experience of the organization. They model and inspire the values and mission of the organization, lead with a generous disposition, and thrive in a role that operates in a fluid and multi-tasking environment.

KEY RESPONSIBILITIES

Welcoming and Wayfinding (35%, approx 8 hours/week in the flow of the day)

- Creates a welcoming environment for all and is the face of the organization to many public partners. Welcoming and wayfinding includes answering the phone, receiving and directing visitors, managing deliveries, monitoring doors/locks/windows, maintaining a clean and welcoming kitchen and common areas.

Program Support (30%, approx 8 hrs/week)

- This staff member provides cross-program support to AIK, the Girls Programs, and Fund Development. This includes, but is not limited to: making and receiving orders (Costco, Amazon, etc.), daily incoming and outgoing mail, bulk mailing, event support, setting up/taking down events, driving participants, and picking up program supplies. A driver's license is required.

Board and CEO Support (20%, approx 5 hours/week)

- The Office Administrator provides key administrative support to the CEO and Board of Directors. For the Board this includes, for example, preparing board packets, managing the board website and repository, setting up virtual and in-person meetings, and preparing binders.
- Duties to support the CEO include tasks such as check requests, credit card reconciliation, meeting preparations, HR filing, and research requests.

Facilities Management (15%, approx 4 hours/week)

- In consultation with the CEO, supports the Meyers Center facility. This includes ongoing and emergent repairs, van management, special projects, copiers, office supplies, vendor communications, keys, security, janitorial, storage rooms organization, etc.

WHO WILL THRIVE IN THIS ROLE

Our ideal candidate will have at least 4 years of experience in the above areas and demonstrate the following expertise:

Administrative & Organizational

- Multi-tasking and prioritization — juggling welcoming duties, program support, board/CEO admin, and facilities in a fluid, interruption-heavy environment
- Attention to detail — board packets, credit card reconciliation, check requests, HR filing
- Time management — the role is split across four distinct responsibility areas within a 25-hour week, so self-direction matters

Technical Skills

- Google Workspace fluency (Docs, Sheets, Calendar, Drive)
- Software (likely Acrobat/PDF editing for board materials, Canva basics)
- Comfort learning new tools/systems as needs arise

Interpersonal & Communication

- Warm, welcoming demeanor — often the first point of contact for families, children, donors, vendors, and community partners
- Strong written communication — correspondence, board materials, possibly donor/family communications
- Professional communication with varied audiences — colleagues, CEO, board members, donors, vendors, families, children, and the public all require different registers
- Discretion and integrity — handling confidential HR files, financial documents, and board materials

Operational/Physical

- Valid driver's license and clean driving record — required for supply runs, participant transport, program pickups
- Physical capability — lifting boxes, setting up tables/events, general facilities tasks
- Basic facilities coordination — vendor communication, troubleshooting repairs, security/keys management, working with a facility manager or CEO on upkeep

Mission Alignment

- Genuine connection to youth development and gender equity work — this is called out explicitly as a differentiator, not just a nice-to-have
- Comfort in a nonprofit, resource-conscious environment — prior nonprofit experience is a plus but not required

POSITION LOGISTICS

- This part-time non-exempt position reports to the CEO of Girls Inc. of the Island City.
- The primary work location is Girls Inc. of the Island City offices.
- The hourly rate for this position is \$31-\$33/hour.
- Staff must pass a background check and have a good driving record (for agency insurance purposes).
- Vacation, sick and holiday paid time off are pro-rated to the hours worked.

GIRLS INC. OF THE ISLAND CITY IS AN EQUAL OPPORTUNITY EMPLOYER. We are committed to building a diverse, equitable, and inclusive team and strongly encourage candidates from all backgrounds to apply.