



HOMETOWN RESOURCE CENTER

1244 Whitewater Avenue
St. Charles, MN 55972

507-932-5203
secenter@hbcsc.net

Title: Office Manager

Reports to: Hometown Resource Center Board of Directors

Hours: will be varied, approximately 8-12 hours a week

Pay: Starting pay minimum of \$13.00 per hour

Minimum Requirements:

- Support Mission and Values
- Interact with diverse populations respectfully
- Sound ability to speak, read and write English
- Demonstrate analytical skills
- Confidentiality a must
- Prioritization of projects
- Follow instructions and guidelines
- Must be able to lift and carry up to 40 lbs.
- Work both as a Team Member and independently

Qualifications

- Minimum High School graduate or GED, some college and a degree a plus.
- Experience with Quickbooks, WordPress and other computer programs a plus.
- Grant writing or other writing experience would be helpful.
- Bilingual applicants are encouraged to apply.

Primary Duties include but not limited to:

- Become familiar/acquire knowledge of programs offered and be able to direct clients to the appropriate contact person
- Develop a good working relationship with staff and volunteers
- Keep track of reporting and record keeping for the Center
- Basic bookkeeping tasks
- Volunteer recruitment, retention and schedule coordination
- Coordinating and submitting employee time cards
- Update Resource Center website
- Create and update social media posts/accounts
- Assist with thrift store and food shelf as needed.