



5534 PULSAKI AVE  
STE 202  
PHILADELPHIA PA 19144

## OFFICE MANAGER

### Position Overview

Natural Creativity is looking for an Office Manager with highly developed skills in systems thinking and administrative information management to support our growth from a small start-up to a mature organization. The ideal candidate will have a wealth of practical knowledge in setting up and managing numerous data management systems for multiple users, a highly developed sense of internal motivation, and a willingness to support staff in their implementation of the new and improved systems.

### About Natural Creativity

Natural Creativity is a non-profit organization that focuses on operating a resource center for self-directed education in the Germantown neighborhood of Philadelphia, PA. We partner with families in their educational journey and offer programs to young people (ages 4-18) in which young people are free to pursue content and activities that are of interest to them, with adult support in the development of process tools. Our mission is to provide access to these programs and resources to a racially and socioeconomically diverse community. We focus on creative group problem solving, social/emotional development & conflict resolution, and real work projects that span multiple conventional academic areas. Our community is small but growing, and we are looking to hire new staff to help us serve our mission.

### Position Goal and Challenge

We are entering our sixth full year of operations, and are in a transitional phase from a small start-up to an expanded community and permanent campus. Because of our intense focus on direct service to our community, we have been less than diligent in creating and maintaining data management systems to support our work. We have begun the process of transitioning to new systems and are looking for someone to act as our gatekeeper - to take in new information, people, and resources, and make sure they get to the appropriate place and can be put to use in the most effective, efficient way possible.

## **OFFICE MANAGER cont.**

### **Responsibilities and Expectations**

- Maintain office records, both paper and digital
- Support staff in learning and implementing new data management systems, and monitoring their progress
- Act as “first response” to new enrollment, marketing, or other inquiries made via phone, email, or website (and possibly social media)
- Maintain various directories and mailing lists
- Manage organizational calendar and alert leadership team to deadlines, due dates, and other levels of action urgency

### **Salary Range**

**Full Time:** \$30,000 plus health insurance

### **Start Date**

**August 1, 2022**

### **Our Mission**

Natural Creativity is an organization that believes in the innate human capacity to figure things out and has created a resource center that supports the development of young people (and their families) in service to this human capacity. We believe all people have a right to determine their own path and to do so in the context of a loving and supportive community; we also believe we can play a role in facilitating the creative tension between the two. Our community is intentionally diverse, and we are committed to providing opportunities and access for all who wish to pursue this path.

