



project sunshine

Position: Office Manager

Type: Full Time

Reports to: Executive Director

Position Available: 5/14/2019

Organization Summary

Project Sunshine is an international organization headquartered in New York City that addresses the psychosocial and developmental needs of pediatric patients and their families. The organization's mission is to serve patients ages 0-21 facing any medical challenge and to take a family-centered approach to care, inviting caregivers and siblings to participate in all program activities. Project Sunshine was founded in a college dorm room by a student who motivated others to volunteer and fill a gap in care within the pediatric environment; for the past twenty years, this entrepreneurial spirit and commitment to bringing joy and connection into the hospital setting remain at the core of the organization.

Trained volunteers deliver in-hospital activities that normalize the hospital experience for young patients, provide support and resources to hospital staff, and offer volunteers a chance to give back to their communities. The unique volunteer engagement model allows community groups, colleges, and corporations to create moments of connection with pediatric patients, caregivers, and families. It also steps beyond the formal healthcare system to provide adaptable, play-based programming that inspires child-centric and family-based behavioral change.

Over 18,000 trained volunteers deliver programs that provide opportunities for creative expression, socialization, intellectual stimulation, and sensory integration to more than 150,000 pediatric patients and families. To carry out this impactful work, Project Sunshine partners with 325+ medical facilities across the U.S. and in four international locations: Canada, China, Israel, and Kenya.

Position Description

The Office Manager will join a passionate and energetic Project Sunshine team to provide support to the Executive Director, assist with accounts payable/receivable, office technology and facilities.

- Liaise with part-time CFO and accounting consultants to track budgets, expenses, reimbursements, accounts payable and receivable and preparation for the organization's annual audit.
- Organize office operations and oversee procedures including filing systems; manage off-site storage, review and procuring office technology and perform general clerical functions.
- Ensure the office organization and monitor office supplies; order and re-stock as needed
- Work closely with Facilities/maintenance staff to address facility related issues
- Troubleshoot and liaise with IT consultants when necessary to ensure overall upkeep of our office space and technology
- Assist on meeting scheduling, coordination of materials and PowerPoint presentation preparation for Executive Director

- Onboard and orient new staff; serve as key point person to all staff on operations, technology and track PTO for all staff
- Define and oversee procedures for retention, protection, retrieval, transfer, and disposal of records.
- Answer phones and direct incoming calls to appropriate persons
- Provide general support to visitors, facilitates staff, deliveries
- Enter information into Project Sunshine's Salesforce database for programs and development
- Assist with events, mailings and special projects as needed

Qualifications:

- Proven experience with administrative support work
- Ability to keep up with a fast-paced, team-oriented environment
- Familiar with common office equipment (printers, copier, scanners, computers, etc.)
- Excellent time management skills and the ability to prioritize work
- Strong communication verbal and written
- Excellent attention to detail
- Ability to work individually and collaboratively to meet goals
- Enthusiasm for Project Sunshine's mission
- Proficiency in Microsoft Office Suite and Excel, exposure to Salesforce is a plus

Please submit a cover letter and resume by email to: hr3@projectsunshine.org.