



**Open Position:** Office Manager/Executive Assistant

**Date:** January 2025

The Strategy Group (TSG), an advisory firm working with nonprofit leaders, is currently looking to hire a part-time office manager/executive assistant for 15-20 hours each week to organize and coordinate office operations and assist in many facets of the business. This hybrid position offers the ability to work in the office and from home.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and should be able to work independently. The person must be exceedingly well organized, flexible, and enjoy the challenges of supporting a quirky (and charming) team of two.

**Responsibilities:**

- Organize and schedule appointments, meetings, and Zoom calls to manage calendar throughout each month for the Managing Director.
- Provide administrative support to Managing Director and Senior Consultant.
- Organize all office operations and procedures.
- Manage client relationships, ensuring all clients are invoiced and submit payment to TSG in a timely fashion.
- Prepare payroll every two weeks and manage payroll records.
- Manage all banking and financial reports via QuickBooks.
- Prepare CT and Federal tax forms for submission quarterly.
- Coordinate travel and manage travel expenses.
- Plan events: book meeting spaces, arrange catering as needed.
- Assist with report development, survey creation and analysis.
- Manage focus group set up, attend and record notes.
- Attend meetings, client retreats, and other events to take notes and submit to clients.
- Manage TSG online presence, including LinkedIn and social media marketing, updating and managing website, and creation of monthly newsletter via Mailchimp.
- Maintain office technology.
- Support Managing Director with day-to-day activities as requested (e.g., mailing items, picking up mail, occasional errands).

**Requirements:**

- Proven office management, administrative or assistant experience.
- Knowledge of office management systems and procedures such as financial reporting and payroll.
- Excellent time management skills and ability to multi-task and prioritize work, with strong organizational skills.
- Technologically savvy with knowledge of multiple systems including MS Office, iCal, Zoom, Dropbox, MailChimp, Canva, SurveyMonkey and QuickBooks
- Experience managing social media and marketing.
- Excellent written and verbal communication skills.

The position is part-time approximately 15-20 hours per week, with seasonal variability. Importantly, no day is the same and flexibility is key. Regular office time for administrative work should be planned, but flexible work from home can be arranged. Some evening and weekend retreat work will be expected. The position pays \$35 per hour.

For more information, please send a cover letter and resume to: The Strategy Group at [kbrennan@thestrategygroupllc.org](mailto:kbrennan@thestrategygroupllc.org)

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