Part-Time Office & Operations Manager

Part-Time | Potential to Grow to Full-Time | Pittsfield/Hybrid on occasion
Reports to: Executive Director
Hours: Approximately 15–25 hours/week M-F Opportunity for FTE
MassHire offers a competitive wage & compensation package. $25-$35/hour, based on experience

About the Position
We are seeking a highly organized, resourceful, and dependable **Office & Operations Manager** to be the administrative and operational hub of our small, mission-driven nonprofit organization.
Working closely with our four-person team, this person will keep the office organized, ensure important details and deadlines are addressed, maintain records and systems, and provide day-to-day support that allows the team to focus on the organization's mission. This is an ideal opportunity for someone who enjoys **making things work, solving problems, creating order, and wearing many hats.**

The position will begin part-time, with potential to grow into a full-time role as organizational needs expand.

Key Responsibilities

Office & Administrative Operations

- Organize and maintain electronic and paper files, records, databases, and shared documents.
- Manage office systems, supplies, mail, calendars, meetings, and general administrative needs.
- Direct incoming phone calls, emails, correspondence, and inquiries.
- Provide administrative support to all members of the team and assist with special projects.
- Anticipate needs, follow up on outstanding items, and attention to detail.

Records, Compliance & Finance

- Maintain accurate organizational records and documentation.
- Track reporting requirements, deadlines, renewals, registrations, licenses, and compliance obligations.
- Assist with nonprofit, grant, audit, and other organizational reporting.
- Provide light bookkeeping support, including invoices, receipts, payments, reimbursements, and expense tracking.
- Coordinate with the organization's bookkeeper/accountant and assist with audits and financial reporting.

Human Resources & Insurance

- Provide administrative HR support, including personnel files, onboarding/offboarding, forms, and training records.
- Maintain confidential employee and organizational information.
- Manage insurance records, renewals, certificates, applications, and communications with insurance providers or brokers.

- Track insurance, HR, and risk-management deadlines.

Communications, Marketing & Website

- Monitor shared communications and ensure appropriate follow-up.
- Maintain and update website content.
- Assist with newsletters, announcements, social media, marketing, and outreach.
- Keep organizational information and online resources current.

Team & Special Projects

- Support board and staff meetings, events, and organizational activities.
- Conduct research and complete projects independently.
- Learn new systems and identify opportunities to improve efficiency and workflow.
- Provide flexible support wherever the team needs it most.

What We're Looking For

- Highly organized, dependable, and proactive, with excellent follow-through.
- Strong attention to detail and ability to manage multiple priorities.
- Comfortable working independently in a small-office environment.
- Strong written and verbal communication skills.
- Discreet and trustworthy with confidential information.
- Flexible, adaptable, and comfortable **wearing many hats.**
- Comfortable learning new technology, software, and systems.
- Experience in office administration, nonprofit operations, bookkeeping, HR, or a related field preferred.
- Experience with Microsoft 365, Google Workspace, bookkeeping/accounting software, databases, or website platforms is a plus.

Equivalent combinations of education and experience will be considered. We are looking for someone capable, curious, organized, and willing to learn—not necessarily someone who checks every box.

Why This Role Matters

In a small organization, every person makes a difference. The Office & Operations Manager will be the **heart of the organization's day-to-day operations**—connecting people, information, systems, and deadlines so the team can do its best work.

MassHire is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. MassHire makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To Apply: Please submit a resume and brief cover letter to Office@masshireberkshire.com. Posted 10/29/26