JOB POSTING

Office Manager, Five College Learning in Retirement (LIR)

Five Colleges, Incorporated (FCI) seeks a part-time office manager for its Learning in Retirement (LIR) program. Founded in 1988, Five College Learning in Retirement is a dues-supported organization sponsored by Five Colleges, Incorporated and serving the Connecticut River Valley of western Massachusetts. LIR members are a group of intellectually curious individuals who want to pursue new fields of interest and enjoy lifelong learning. Peer-led learning and participation are at the heart of LIR. Members initiate, design, moderate, and participate in its seminars and workshops. In addition, members may join special-focus interest groups and organize other activities throughout the year.

Job Summary

The office manager is responsible for providing operational support for Five College Learning in Retirement (LIR) activities and programs, including the LIR Council and all committees. The office manager reports to the director of development and sponsored programs at Five Colleges, Incorporated and works in close collaboration and consultation with the annually-elected LIR president and officers. This is a 30-hour per week non-exempt, benefited position.

Importance of Diversity to our Educational Mission

Five Colleges, Incorporated and its five associated institutions (Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst) are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas and points of view for the essential contribution this diversity makes to educational missions of our organizations. In support of this commitment Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people at the colleges (students, faculty members, other employees) and within the organization itself.

Duties

- Maintain an accurate record of income and expenses; work with FCI and the LIR treasurer to ensure that LIR invoices are approved and paid promptly.
- Serve as the central communications hub of LIR:
  - Assemble and distribute all LIR print and electronic publications
  - Respond to inquiries or, when necessary, refer inquiries to the appropriate person
  - Distribute communications to the LIR membership as needed, or as requested
  - Attend regularly-scheduled meetings of the LIR Council, and other meetings as requested
  - Follow up on action items from meeting
  - Maintain and distribute an up-to-date membership list twice annually.
- Twice annually, carry out all administrative and logistical actions necessary to produce the LIR seminar program:
  - Develop the schedule of seminars and workshops based on information supplied by the Curriculum Committee
  - Identify and assign venues for each seminar and workshop
  - Create and edit the catalog
  - Coordinate printing of the catalog, and publish it on the LIR website
Create a record of seminar and program registrants
Administer the lottery process used to assign participants to oversubscribed seminars
Create and adjust seminar enrollments, and distribute enrollment lists to moderators and participants
Provide logistical and other support for each seminar’s Preview event
Obtain parking permits for seminar participants.

- Order budgeted supplies and equipment; oversee storage and security of equipment.
- Maintain and update the LIR website, including the web calendar and online forms.
- Maintain registration through the website for membership and all programs.
- Maintain digital and print files securely; adhere to FCI’s records retention policy.
- Maintain archives under the guidance of the LIR historian.
- Hold regular office hours.
- Perform other related duties as assigned.

**Minimum Qualifications**

- Good written and oral communication skills.
- Working knowledge of Microsoft Office suite, including Access for database management.
- Ability to use Access to record and export accounting data.
- Excellent skills in managing information, data, documents, and records, with experience working in a cloud environment.
- Experience in web content editing and maintenance.
- Demonstrated ability to communicate effectively with diverse groups of people, especially seniors.
- Demonstrated effectiveness with organization, time management, and tracking details.
- Ability to work effectively without immediate supervision, take initiative, and solve problems.
- Availability to work occasional evenings and weekends as needed.
- Capacity to meet the physical expectations of the position, which include:
  - Ability to comprehend written and verbal communication.
  - Ability to communicate effectively in person, by telephone, by videoconference, and via email.
- Ability to pass a post-offer background check.
- Ability to comply with Five Colleges, Incorporated’s COVID-19 vaccination policy, or to qualify for an exemption.

**Preferred Qualifications**

- Willingness to participate in job-related training and development.
- Interest in the mission of LIR.
- Demonstrated experience in responding to the diverse aspects of a role with effective and creative solutions.

For priority consideration, please apply by **September 17**. Apply via the Smith College job portal. For your application to be considered complete, be sure to upload two documents before submitting the application: (1) a current resume and (2) a cover letter. Review of applications will continue until the position is filled.