



Office Manager

Position Summary

The Office Manager assists with the coordination of operations and management of the I-195 Redevelopment District (District). Responsibilities include, but are not limited to: assisting with functions required to administer Commission meetings, assisting with processing invoices and billing, assisting with human resources functions, supporting procurement, scheduling meetings, record-keeping, and filing. This position will report to the Director of Operations.

About the I-195 Redevelopment District

The District and its governing Commission were created in 2011 to oversee the redevelopment of 26 acres of land made available in downtown Providence as a result of the relocation of Interstate 195. Our mission is to create a thriving neighborhood and innovation district that attracts investment and fosters economic growth and opportunity. Through partnerships with private developers, over 2 million square feet of development has been completed, is under construction, or is proposed in the District. The District also owns and operates [195 District Park](#), a 7-acre urban waterfront park, and is currently developing an approximately 3,500-SF pavilion in the park.

For more information about the District, visit www.195district.com.

Responsibilities

- Perform administrative functions, such as preparing expense reports, arranging travel, reviewing mail, etc.
- Schedule meetings at the request of District staff
- Assist with human resources functions such as onboarding, offboarding, and benefits management for staff of about 10 (inclusive of seasonal, part-time staff)
- Coordinate Commission meetings including scheduling, assembling meeting packages, record-keeping, day-of setup, and running technology
- Assist with payroll, bookkeeping, and accounting functions such as preparing invoices for processing and performing District bank deposits
- Support District procurement needs
- Assist with website support

- Manage the District filing system
- Assist with contract compliance
- Assist with administrative functions related to park operations, as needed

Key Competencies

- Ability to maintain policies, and procedures
- Strong time management, communication, and coordination skills among various audiences, including community members, vendors, and contractors
- Extremely organized and efficient with an attention to details
- Effective communication and writing skills
- Resourceful team player, yet able to work effectively and independently
- Entrepreneurial self-starter willing to generate and execute new ideas to achieve the District's mission

Professional Qualifications

- High School Diploma (Bachelor's degree preferred) with three (3) to seven (7) years experience in a similar role. Excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat, and Outlook.

Salary Range: \$52,000 - \$62,000

The District offers a comprehensive benefits package inclusive of health and dental insurance, life insurance, and paid time off.

The District is an equal opportunity employer and makes employment decisions based on merit, qualifications, and business needs. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable laws. We are committed to creating a respectful and inclusive workplace for all.

Resumes with cover letters should be submitted to questions@195district.com.