



## Part-Time Office Manager – C-STEM

**Location:** Houston, TX (Onsite with some remote flexibility)

**Hours:** Approximately 10-15 hours per week (\$20 hourly)

### Position Summary:

C-STEM is seeking a highly organized, proactive, and mission-driven **Part-Time Office Manager** to oversee daily operations and support the coordination of C-STEM's programs, volunteers, and internal communications. This role is critical in ensuring smooth organizational workflows, supporting Board engagement, and maintaining a functional and welcoming office environment that reflects **C-STEM's commitment to excellence and community impact**.

### Key Responsibilities:

#### Volunteer & Intern Coordination:

- Oversee and schedule **volunteer pack days** for C-STEM toolkit assembly and distribution
- Provide supervision and task coordination for **interns and office volunteers on scheduled days**
- Serve as a point of contact for the C-STEM office.

#### Office Operations & Organization:

- Maintain **order and organization of office spaces**, including storage areas and toolkit materials
- Monitor and maintain **inventory levels** for office and program supplies
- Ensure the office environment is clean, safe, and conducive to work and for visitors.

#### Communications & Calendar Management:

- Serve as the primary liaison for **internal communications with the C-STEM team**
- Maintain and update the **C-STEM organizational calendar**, ensuring program dates, volunteer days, and events are current
- Post and update **event announcements and information on the C-STEM website** in collaboration with the communications team

#### Board Support:

- Develop and distribute **Board meeting agendas and minutes** in advance of scheduled meetings
- Assist with scheduling and coordinating **Board meetings** and related correspondence

#### General Administrative Support:

- Assist with scheduling, room bookings, and coordination for C-STEM events and programs



- Support **data entry and filing** as needed for program and organizational records
- Monitor general office needs and recommend maintenance or improvements as necessary

**Qualifications:**

- Associate's degree or equivalent experience in **Office Administration, Nonprofit Management, Communications**, or a related field
- At least **2 years of administrative or office management experience**, preferably in a nonprofit or education-focused setting
- Strong organizational skills and **attention to detail**
- Excellent written and verbal communication skills
- Proficiency in **Microsoft Office Suite, Google Workspace**, and experience with website content management systems (e.g., WordPress) is a plus
- Ability to manage multiple projects and deadlines
- Experience working with **volunteers and interns** preferred
- Passion for **STEM education** and **community impact**

**How to Apply:**

- **Email your resume and cover letter to:** [info@cstem.org](mailto:info@cstem.org)
- **Application Timeline:** Applications will remain open until the position is filled.