

JOB LISTING: TEMPORARY GENERAL MANAGER

Calling all retirees, interns or recent grads! The United States Department of Agriculture Employee Services and Recreation Association (ESRA) is looking for a **temporary, part-time General Manager** to cover the day to day operations of the non-profit in Washington, DC.

The role will be approximately 25-30 hours per week during the months of August through October (approximately 12 weeks). Hours and days of the week are flexible with core hours being 10:00am to 2:00pm. This position has the possibility of being extended based on ongoing needs. Applicants must be able to commute to Washington, DC for work.

USDA ESRA is a non-profit employee association that provides services and benefits to USDA employees. We operate out of the USDA headquarters in Washington, DC but provide services to employees around the world via our website. Inside the USDA headquarters, we operate a Gift Shop, a Fitness Center, several restaurants, a massage studio and a barber shop for the convenience of employees. In addition, we host several events, including benefit fairs and retirement seminars for employees.

The temporary General Manager will be responsible for managing the day to day operations of the organization to include, but not limited to:

- General Bookkeeping: Data Entry, Cash Deposits, Accounts Payable, Accounts Receivable, Reconciliations
- Human Resources: Collect Timesheets, Submit Payroll, Track Employee Leave, Manage Staff Schedules
- Administrative: Collect Mail, Order Office Supplies or Inventory
- Events: Coordinate and Facilitate Events, Set-Up, Check in Visitors and Order Food
- Marketing: Basic Website Updates, Manage the Events Calendar, Run Social Media Account (Facebook), Create Email Blasts, Distribute Posters and Flyers

Required Skills & Qualifications: We are looking for a candidate with experience managing a small business or someone with basic knowledge in all (or most) fields mentioned above.

- 1-2 Years College experience recommended
- Previous supervisory experience required, with General Manager experience a plus
- Basic knowledge of QuickBooks Online, Microsoft Office (Outlook, Excel and Word) required
- Cash handling skills required
- 1 Year of bookkeeping experience preferred
- Experience with Salesforce platform, social media advertising or WordPress websites a plus
- Excellent oral and written communication skills with a focus on customer service
- Organized individual with attention to detail
- Legal ability to work in the United States and ability to pass a drug test and background check

Job Type: Temporary, Part-Time

Dates: TBD (August, September, October)

Salary: \$20 - \$25 per hour based on experience

Professional and Personal References Requested