

Office Manager/Program Coordinator

Salary Range: \$40K - \$55K annually

Position Overview

Das GreenHaus is a 501(c)3 organization located in Boerne, TX. Our mission is to foster the community of innovators to grow Kendall County's entrepreneurial vision. We offer the space, services, and programming for entrepreneurs and startup companies to succeed. We provide business mentorship, educational workshops, and networking events. Our goal is to help each startup company grow, create jobs, and have a positive economic impact in our community.

We are seeking a motivated and organized Office Manager and Program Coordinator to play a pivotal role in the daily operations of our business incubator. The ideal candidate will be a multitasker who is adept at managing administrative tasks, coordinating programs and events, and providing exceptional support to our incubator participants. This role offers a unique opportunity to contribute directly to the success of local businesses and be a key player in our growing entrepreneurial community.

Responsibilities

- Manage the front desk and serve as the first point of contact for incubator tenants, visitors, participants, and partners.
- Coordinate and execute various incubator programs, workshops, and events, ensuring seamless logistics and participant engagement.
- Collaborate with the Director of Programs to develop program schedules, content, and promotional materials.
- Maintain and update program calendars, participant databases, and other relevant documentation.
- Handle administrative duties including managing office supplies, maintaining records, and processing invoices.
- Assist with participant onboarding, orientation, and ongoing support, addressing inquiries and needs as they arise.
- Actively engage with program participants to build relationships, gather feedback, and assess their needs.
- Support marketing and communication efforts by updating social media platforms, newsletters, and other relevant channels.
- Contribute to the continuous improvement of incubator processes and procedures.
- Assist with other tasks and projects as assigned by the management team.

Qualifications

- Associate's degree (or equivalent) in Business, Management, Communications, or a related field preferred.
- Proven experience (at least 5 years) in office management, program coordination, community relations, or a similar role.
- Strong organizational skills with the ability to manage multiple tasks and priorities effectively.
- Excellent communication skills, both written and verbal.
- Proficiency in using office software, including Microsoft Office Suite and Google Workspace.
- Detail-oriented mindset with a focus on delivering high-quality work.
- Customer-centric attitude with a genuine desire to support local businesses and entrepreneurs.
- Enthusiastic team player who can also work independently and take initiative.
- Flexibility and adaptability to a fast-paced and dynamic startup environment.
- Must be able to lift or move 35 lbs.

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