



**Job Announcement**  
**Experienced Office Manager (Full-Time, On-Site)**

We are seeking a highly organized and proactive **Office Manager** to join our team on a full-time basis. This is an in-office position, ideal for a motivated professional who thrives in a dynamic, fast-paced environment and is passionate about keeping operations running smoothly.

**Location:** Pittsburgh, PA

**Schedule:** Full-Time, On-Site

**Salary:** Based on experience

**Benefits:** Medical benefits and retirement plan offered

**Start Date:** September 1, 2025

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**Key Responsibilities:**

- **Administrative Support:** Provide day-to-day administrative assistance to ensure efficient operation of the office.
  - **General Office Management:** Oversee office organization, supply inventory, vendor coordination, and overall workspace efficiency.
  - **Marketing and Sales Support:** Assist in the development and execution of marketing campaigns, maintain promotional materials, and support sales initiatives.
  - **Compliance Support:** Prepare and file lobbyist and equity disclosures and compliance documentation before regular deadlines.
  - **Billing and Collections Assistance:** Support accounting functions, including invoice preparation, payment tracking, and follow-ups on outstanding balances.
  - **Newsletter Coordination:** Collaborate with staff to draft, format, and distribute regular newsletters and communications.
  - **Grant Writing Support:** Assist with grant research, documentation gathering, and the development of compelling grant proposals.
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**Qualifications:**

- Proven experience as an Office Manager or similar administrative role
- Excellent written and verbal communication skills
- Strong attention to detail and organizational abilities
- Familiarity with Quickbooks

- Basic understanding of billing/accounting processes
  - Experience or familiarity with lobbying compliance and/or grant writing is a strong asset
  - Proficiency with Microsoft Office Suite and other productivity tools
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## **Why Join Us?**

- Competitive salary
  - Comprehensive medical benefits and retirement plan
  - Supportive and collaborative team environment
  - Growth potential within a mission-driven organization
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**To apply:** Please send your resume and a brief cover letter to [jobs@cgstrategiespa.com](mailto:jobs@cgstrategiespa.com) with the subject line “Office Manager Position.”