COMMUNITY CAPITAL MANAGEMENT, LLC
JOB DESCRIPTION: PART-TIME OFFICE MANAGER
LOCATION: FORT LAUDERDALE-AREA, FL
START DATE: IMMEDIATE

Community Capital Management LLC (CCM) is seeking a part-time Office Manager to join our team in the Fort Lauderdale-area, FL office. We are looking for an organized, professional, and detail-oriented Part-Time Office Manager to oversee daily office operations and provide administrative support to the firm.

This is an in-person position requiring 20 hours per week, Monday through Thursday. Flexibility in scheduling is required to accommodate occasional special events, meetings, and other business needs.

DUTIES AND RESPONSIBILITIES

- Oversee daily front-office operations, including greeting visitors, answering and directing phone calls, and maintaining a professional and organized office environment.
- Manage office supply inventory.
- Coordinate office lunches, meetings, employee events, and other office activities.
- Manage incoming and outgoing mail, packages, deliveries, shipments.
- Oversee kitchen organization and general office upkeep.
- Provide administrative support, including scheduling appointments, coordinating meetings, arranging travel, and maintaining organized records and filing systems.
- Coordinate conference and event logistics, including travel accommodations and the preparation, printing, binding, and shipping of materials.
- Handle office vendor management, including coordinating services, maintaining vendor records, and tracking schedules and renewals.
- Maintain and update administrative and employee-related systems, resources, and records.
- Assist in coordinating employee volunteer activities and firm-sponsored community events.
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QUALIFICATIONS

- Previous experience in office management, administrative support, or a similar role preferred.
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint.
- Strong organizational skills with excellent attention to detail.
- Exceptional written and verbal communication skills.
- Ability to prioritize responsibilities, manage multiple tasks, and work independently.

HOW TO APPLY

For consideration, please send cover letter and resume to jobs@ccminvests.com; reference “Office Manager” in the subject line.

ABOUT CCM

Community Capital Management, LLC (CCM) is an investment adviser registered with the Securities and Exchange Commission. CCM was founded in 1998 and manages approximately $7 billion in assets. The firm’s mission seeks to deliver competitive risk-adjusted returns through investment strategies that contribute to positive societal outcomes.

For more information, please visit: www.ccminvests.com