

Job Posting: Office Manager
Nisqually Land Trust
May 25, 2020
Open until filled



Reports To: Executive Director
Status: Part time, 32 hours per week
Starting Wage: \$18 to \$20 per hour, depending on experience

The Nisqually Land Trust is a nationally accredited, 31-year-old nonprofit corporation with a reputation for high-quality conservation in one of the most beautiful watersheds in the country. Currently, we protect over 7,500 acres of wildlife habitat between Mount Rainier National Park and the Billy Frank Jr. Nisqually National Wildlife Refuge, where we have our office, on Puget Sound near Olympia.

The Office Manager works alongside all Land Trust staff to support and further our mission: **Acquiring and managing critical lands to permanently benefit the water, wildlife, and people of the Nisqually River Watershed.**

The Office Manager provides this support by managing the front office and related systems that keep the Land Trust functioning smoothly and by helping to develop and support outreach activities and communications. This is a 32-hour per week front-office position with the potential to grow into a full-time salaried position.

The Office Manager is often the first point of contact for the public. With that in mind, the Land Trust seeks someone with an efficient, effective, and professional manner and who exhibits integrity and a positive attitude.

Responsibilities:

Administration

- Greet visitors; answer phone, email, and mail correspondence; and deliver messages to staff
- Provide support for monthly board meetings, including meeting logistics and materials
- Assist with financial processes, including preparing bank deposits, reconciling account statements, and managing invoices
- Maintain state and federal registrations for the organization
- Serve as the Land Trust's primary contact with insurance agencies
- Recruit, train and manage office volunteers
- Serve as the Land Trust's primary contact with Billy Frank Jr. Nisqually National Wildlife Refuge staff regarding facility maintenance
- Share weekly office-cleaning chores with the rest of the Land Trust staff

Communications

- Manage email and print mailing lists for all outgoing communications
- Assist staff with wide range of communications and promotions, including contributing to online website and social media content and support the development of print materials

Events

- Assist with planning and executing special events, including the annual conservation dinner and auction, annual meeting, and nature walks

- Enter data for and maintain event and supporter databases

File Management

- Maintain all organizational, supporter, grant, vendor, and property files, in electronic and paper format, including upkeep of archived documents in offsite storage
- Pay property taxes and prepare property tax exemption applications

Systems and Office Management

- Perform computer systems maintenance tasks, assist all staff in resolving technology issues, and serve as point of contact with volunteer or contracted technology assistance
- Maintain phone system and office machines
- Maintain inventory of office supplies and printed materials

General

- Take on additional projects as warranted to reflect organizational priorities
- Respond as appropriate to unforeseen circumstances and emerging issues

Required Qualifications:

- Strong interest in conservation and the Land Trust mission
- Minimum three years' experience with office systems, including computer and phone systems
- Proficient with CRM database systems and Microsoft Office programs, and familiar with small-business computer networks
- Proficient with email marketing platforms such as MailChimp
- Ability to work occasional nights and weekends when needed
- Organized, efficient, detail-oriented, innovative, and a positive team player
- Superior written and verbal communication skills

Desirable but Not Required Qualifications:

- Proficient with WordPress and graphic design software
- Basic familiarity with QuickBooks accounting software
- Eligible to drive Intercity Transit Community Vans.
- Experience with videography and photography

Benefits: Health, dental and vision coverage; paid holidays, vacation and sick leave; mileage and phone reimbursement; training; 401(k) retirement plan with employer match.

To Apply

Submit cover letter, resume, list of three references, and a brief writing sample via email to Kim Bredensteiner at nltsteward@nisquallylandtrust.org.

The Land Trust will begin reviewing applications on June 15, 2020, with a goal of filling the position by July 15, 2020. However, applications will be accepted until the position is filled. **No calls please.**

The Nisqually Land Trust is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, age, national origin, disability, marital status, military status or any other protected status.