



ClearWater Conservancy Position Description: Office Manager, Part Time

Title: Office Manager

Supervisor: Director of Operations

Employment: Part Time, 24 Hours per week

Preferred M-Th, 9 am – 3 pm with some morning or evening hours possible

Pay Rate: \$17.50 / hour

Job Overview

ClearWater Conservancy is a hardworking land trust and conservation organization nestled in the heart of central Pennsylvania. Since 1980, ClearWater has worked to conserve and restore our natural resources through land conservation, water resource stewardship and environmental outreach across central Pennsylvania. Learn more about our work at www.clearwaterconservancy.org.

ClearWater strives to create an inclusive, inspiring, and family–friendly work environment within a team-oriented structure.

Responsibilities

The Office Manager maintains the daily workings of the ClearWater office, such as maintaining our donor database in Salesforce, performing financial and clerical functions, maintaining supplies and equipment, and serving as customer service representative for the organization. The Office Manager reports to the Director of Operations.

Responsibilities include, but are not limited to:

- Data entry into our donor management system, Salesforce, and managing follow-up correspondence.
- Process incoming bills and prepare checks for payment.
- Answer phones and greet visitors in a friendly and professional manner.
- Forward information by receiving and distributing mail and communications; collecting and mailing correspondence; copying information.
- Assist the Executive Director with fiscal management assistance, including monthly donor reconciliation with PayPal and Donorbox.
- Assist with some event coordination and correspondence.
- Organize and maintain office filing systems.
- Liaise with IT consultant to fulfill office technical needs and support.



- Perform general administrative tasks and projects such as stocking office supplies, performing computer backups, and keeping the filing systems up-to-date and organized.
- Prepare incoming personnel paperwork, assists with benefits coordination, helps research cost-effective insurance options.
- Assist with timesheets and payroll submission.
- Take minutes at monthly board meeting.
- Contribute to and participate in outreach activities as needed.
- Assist with overall efforts to promote and sustain the organization, including occasional work in support of membership outreach and fundraising. Some experience with social media desired.
- Work closely with staff, volunteers and board in support of conservation projects and help foster a welcoming and respected community institution.
- Other priorities as outlined by the Director of Operations and the Executive Director.

Professional Qualifications

Office management, financial management, and/or HR experience desired. General scheduling, telephone skills, typing, meeting planning, verbal communication, written communication, dependability, and attention to detail needed. Salesforce experience a plus.

Energetic, flexible, collaborative, and proactive skillsets are essential. The ideal candidate must be a team player and be able to multi-task. Must be able to work in a small office setting and be flexible in order to prioritize tasks and support a growing staff.

Application Instructions: Email cover letter and resume in one PDF document with your full name in the file name to Deb Nardone at deb@clearwaterconservancy.org by January 10, 2022.

Equal Employment Opportunity

ClearWater Conservancy provides equal employment opportunities to all individuals regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, sexual orientation, or disability as set forth by applicable state and federal laws. In addition, laws regarding veteran or military status are observed. This commitment is reflected in all our practices and policies regarding hiring, training, promotions, rates of pay, layoff, and other forms of compensation. All matters relating to employment are based upon ability to perform the job as well as dependability and reliability once hired.