



## OFFICE MANAGER JOB DESCRIPTION

We are on the hunt for an Office Manager to help aid in the success of ESC's mission and streamline our day-to-day office logistics. This position will report directly to the ESC's Executive Director and be responsible for a variety of office functions, from bookkeeping to organizing logistics for our annual fundraising event.

### WHO WE ARE

Our team is small but mighty at the Environmental Science Center. We are a non-profit whose mission is to promote environmental stewardship and academic achievement through science-based education. We are dedicated to fostering a passion for the environment in our diverse community by getting people outside and using nature as our teacher. ESC prioritizes working with groups who historically have had less access to environmental science opportunities. We deliver hands-on programs at local beaches, forests, rivers and classrooms. Our programs increase science literacy, provide an opportunity for more diversity in STEM career fields, and increase healthy every day choices that affect the Puget Sound ecosystem and our community. We have a strong belief in our mission and are driven by the work we get to do.

### WHO YOU ARE

You are passionate about the environment, have a strong aptitude for numbers, and can own our office operations. You thrive working in a non-profit, with a small team, and want to stay planted for the long term. Working with a team of dedicated environmental stewards in a grass roots atmosphere is your dream job. You are accountable, self-directed, flexible, adaptable, conscientious, and above all else, dependable. You don't mind rolling up your sleeves and jumping in, wherever it's needed.

### WHAT YOU'LL BE DOING

As with every role, these are a sampling of the core job functions and there will be other duties assigned.

#### Office Management

- Oversee general office operations
- Answer phones and check messages regularly
- Pick up mail regularly
- Provide administrative support as needed for staff and board of directors
- Oversee facility rentals
- Schedule facility maintenance and maintain communication with park staff

#### Bookkeeping

- Aid in establishing new financial procedures
- Record day-to-day financial transactions in QuickBooks
- AP/AR
- Bank reconciliation
- Payroll duties including federal tax deposits and filing quarterly tax reports

## **Donor & Fundraising Support**

- Process donations and prepare acknowledgement letters
- Coordinate production and mailing of appeal letters
- Maintain guest lists, prepare registration materials, and other duties as assigned for cultivation, stewardship, and ESC's fundraising events
- Record payment records and acknowledgements in Little Green Light donor database

## **WHAT YOU BRING TO THE TABLE**

- Passion for our mission at ESC and prior non-profit experience
- Excellent interpersonal and relationship building skills
- At least 4 years of office management experience
- 3 plus years of bookkeeping experience
- Experience with payroll taxes/processing
- Demonstrated ability to effectively communicate orally and in writing
- Highly organized and able to manage deadlines and handle multiple projects, while maintaining quality of work
- Prior experience supporting event logistics
- Ability to be in the office on a consistent schedule with occasional evening and weekend work when necessary
- Quickbooks experience (strongly desired)
- Donor database experience (preferred)
- Proficiency in MS office and database programs
- You may be required to lift, sit, stand, climb stairs and walk for extended periods throughout the day

## **WHAT WE OFFER TO YOU**

- This position is 30 hours per week and pays \$25/hr
- Flexible schedule that you can build to work around your life – we only ask that this schedule is consistent and that you are in the office when you are scheduled.
- 60 hours of paid vacation each year
- Medical/Dental/Vision after 30 days of employment
- The opportunity to work for a phenomenal organization who cares about their employees as much as they care about their mission
- We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.

If we sound like the place you'd like to land, we'd love to hear from you. Please include a cover letter telling us a little bit about why our opportunity excites you along with your resume and send it to [tara@environmentalsciencecenter.org](mailto:tara@environmentalsciencecenter.org) with the subject line "Office Manager Position." We are looking to hire someone soon (so the sooner you apply the better) with a somewhat flexible start date. Thank you!