

Job Announcement

Job Title: Office Manager – Operations Support

Office Location: Santa Fe, NM

Status: Regular, part time (20 hrs. per week)

Compensation: \$18/hour (plus part time benefits)

Application period: May 15th, 2019 – June 3rd, 2019

About us: The **Institute for Applied Ecology (IAE)** (www.appliedeco.org) is a dynamic nonprofit organization founded in 1999 whose mission is to conserve native species and habitats through restoration, research and education. We fill a unique niche among nonprofits and work with a diverse group of partners including federal, state and county agencies and municipalities to accomplish our mission. Our main office is in Corvallis, Oregon, and our Southwest Office is in Santa Fe, New Mexico. We cultivate partnerships to facilitate large-scale, regional conservation projects, develop ecologically appropriate sources of native seed, provide native plant education and outreach, and conduct on-the-ground habitat restoration and applied research.

Position Summary: The Southwest Office of IAE seeks to hire an Office Manager to work in Santa Fe with a diverse skillset to support our rapidly growing conservation organization in the Southwest. The Office Administrator will work closely with administrative staff at our main office (in Oregon), in addition to supporting the Southwest Office staff in Santa Fe. This position is ideal for someone looking for a part-time professional position on a passionate and energetic team.

Responsibilities of the Office Manager - Operations Support

I. General office support: (30%)

- Provide office management (*i.e.*, manage office and other facilities, licenses)
- Manage fleet and deliveries
- Maintain, purchase, and inventory of equipment. Assist with IT needs (*i.e.*, manage computer software licenses and backup systems and work with professional IT support as needed).
- Facilitate office growth (*i.e.*, new staff, facilities, and remote crews)
- Help implement SW Business & Operations Plan, & Communication Strategy; update as needed
- Track administrative data and coordinate with Corvallis office
- Field questions from the public and direct to appropriate staff as needed

II. Development, Grants, and Contracts: (30%)

- Assist with donor management including use of DonorPerfect database
- Review budgets for grant proposals
- As part of a team, facilitate fundraising and donor appreciation events. Interface with Communications and Fundraising Coordinator at the Corvallis office
- Assist with grant management and identification of new grants
- Assist with development and coordination of subcontractor agreements
- Provide invoice support to contractors and staff as needed

- Assist with implementation of IAE Procurement Policy and contractor quotes

III. Human Resources: (20%)

- Assist with hiring paperwork from SW office and transfer of information to Corvallis office
- Manage keys, credit cards, name tags and other items provided to new staff
- Provide local office support to staff with questions on timesheets and expense reports
- Manage updates to the staff roster and mailing list
- Help to manage SW schedules and reminders for various reports
- Coordinate with Corvallis HR staff on current insurance information and benefits information
- Help coordinate remote-crew housing and remote crew administration needs

IV. Outreach and Volunteer Coordination: (10%)

- Coordinate volunteer events and track volunteer hours as well as volunteer and partner appreciation cards and celebrations
- Coordinate website updates, Facebook posts, newsletter stories and blogs
- Help to create outreach materials (brochures, fliers)
- Assist with photo documentation at events

VI. Other: (10%)

- Help coordinate team building celebrations
- Assist with planning and organization of conferences/meetings, workshops, and tours
- Attend trainings and conferences for professional development as needed

Qualifications:

- Bachelor's degree in relevant field and 1 or more years of on-the-job work experience in an administrative capacity (or equivalent experience) preferred. Current students welcome to apply.
- Familiarity and experience with financial management, procurement, and basic Human Resources practices.
- Fluency with technology (e.g., Microsoft Office suite).
- Ability to work positively and cheerfully with a diverse staff, while being respectful of their confidential information.
- Experience managing a diversity of tasks, coordinating events, and tracking data. Strong organizational skills and attention to detail.
- Strong oral and written communication skills.
- Familiarity with non-profits is desirable.

How to Apply

To apply for this position, go to the job application website: <https://forms.gle/oCN63zfMYxwM5oR18>
 You will need the following information:

- A description of your experience with each of the responsibilities above and how you meet these qualifications,
- When you would be available to start work,

- Contact information (phone and email) for three professional references (including past employers).
- Resume and Letter of Interest uploaded to the google application form. If you encounter issues uploading these documents to the google form, you are welcome to email them to melanie@appliedeco.org.

Letters of recommendation, work samples, and/or college transcripts may be requested for top applicants. Applications must be received by June 3rd, 2019. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

For more information about IAE and this program, visit our website www.appliedeco.org. If you have any questions, please contact:

Melanie Gisler, Southwest Director: melanie@appliedeco.org, 541-207-7977.

IAE supports diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.

IAE apoya la diversidad y la equidad, y fomentamos las aplicaciones de todos. Reconocemos que la fortaleza del IAE está en nuestra gente, y creemos que cada empleado tiene el derecho de trabajar en entornos que están libres de todas las formas de discriminación y acoso. IAE no discrimina ni discriminará en las prácticas de empleo y personal, y nuestro compromiso con la igualdad de oportunidades de empleo se aplica a todos los aspectos de la relación laboral.