



## **POSITION AVAILABLE: Office Manager**

*Applications accepted until position is filled; we would like someone to start as soon as possible.*

### **About Working Landscapes**

Working Landscapes is a small, dynamic nonprofit organization located in rural northeastern North Carolina. Our mission is to create more sustainable livelihoods for people in the Warren County, NC region through stewardship of natural and cultural assets. Founded and led by a Warren County native, the organization has been working since 2011 to create infrastructure and collaborations that foster more resilient and healthy people, households, communities and economies. We have developed and manage a food hub that focuses on value-added products, and we work to advance healthy eating and active living in schools. For more information about Working Landscapes, visit our website, [www.WorkingLandscapesNC.org](http://www.WorkingLandscapesNC.org).

### **About the Position**

The Office Manager will be a key team player, working with a small staff and board to advance our mission. Must be highly organized, conscientious, adaptable and self-motivated. This is a 8 to 10 hour/week position based in Warrenton, NC, on the second floor of a downtown commercial building. The working schedule is negotiable. This position pays \$14 to \$16 per hour, depending on experience. For the right candidate, hours may expand to include programmatic duties, if desired. To apply, email a cover letter and resume to [carla@workinglandscapesnc.org](mailto:carla@workinglandscapesnc.org). The cover letter should summarize your relevant work experience and state why you are interested in this position.

### **I. Duties**

- ★ Support a highly functional and efficient organization by providing administrative support:
  - ⇒ Sort mail, take phone calls and messages when you are in the office
  - ⇒ Help other staff set appointments or follow up with clients/customers
  - ⇒ Develop and implement an effective system for invoicing and bill payments across programs
  - ⇒ Implement and maintain a highly organized filing system
  - ⇒ Handle other tasks as requested, such as gathering quotes on insurance or repairs
  - ⇒ Follow up on requests from partner organizations
  - ⇒ Contribute to the development of new administrative procedures as needed
- ★ Support the organization's ability to share its story with the broader community by disseminating press releases, blogs, web updates, flyers or Facebook posts
- ★ Help to plan and implement exceptionally well-organized community meetings and events on behalf of the organization, including fundraising events

- ★ Help to coordinate community-based research efforts on behalf of the organization (set up interviews, focus groups, meetings; oversee transcription and organization of research data; properly store and maintain access to data)
- ★ Maintain order in the office and supply areas
- ★ Contribute to the development of grant proposals and reports, as requested
- ★ Be an effective advocate for Working Landscapes' programs mission; always represent the organization in a positive light.
- ★ Engage in other tasks as requested by supervisor

## **II. Required Skills**

1. Highly organized
2. Effective and professional communicator
3. Ability to follow up repeatedly as needed to complete tasks; ensure nothing slips through the cracks
4. Bookkeeping experience for a small organization or business
4. Expertise in standard office software packages (Word, Excel)
5. Enjoys a team environment, but can work independently

## **III. Preferred Skills**

1. Proficiency with Quickbooks
2. Experience managing all aspects of community events in an effective and organized manner
3. Experience crafting press releases and social media posts for an active community organization
4. Experience managing websites
5. Experience with summarizing data from a variety of sources
6. Experience developing grant reports and financial reports