

Corvallis Environmental Center
Office Manager

Position Description

The Corvallis Environmental Center (CEC) is hiring a part-time office manager for our downtown office. The position provides financial and administrative support services for the programs of the CEC.

Duties include:

- Maintain CEC office hours: answer phone, email and mail communications, serve as central contact for the Programs and Projects of the CEC
- Maintain office window displays and print material
- Process monthly payroll, bills & reimbursements
- Process incoming funds, program registrations, and donations
- Provide monthly income & expense reports to program directors and Board
- Provide bookkeeping and accounting services- manage regular QuickBooks entries, assist with bank reconciliations
- Coordinate annual tax & insurance filings
- Manage contracts for Projects of the CEC
- Maintain updated staff contact info
- Order office supplies & equipment
- Manage office equipment and technology
- Maintain and update database, manage donation response letters, and other donor communications
- Assist with 3-4 fundraising mailings per year and CEC phone banking
- Assist with 1-2 Fundraising events per year, in the summer and fall

Preferred Qualifications:

- Experienced in QuickBooks
- Excellent organization and time management skills.
- Detail oriented.
- Ability to prioritize tasks.
- Strong bookkeeping skills.
- Strong communication skills both verbally and in writing.
- Ability to work independently.

Pay is \$12/hour.

This is a part-time position, and begins immediately.

The position is open until filled.

To Apply: please submit a resume and cover letter addressed to Office Manager Search Committee.

Submissions may be made by:

Email: jen@corvallisenvironmentalcenter.org

Mail: P.O. Box 2189
Corvallis, OR 97339

or dropped off at the Corvallis Environmental Center's downtown office: 214 SW Monroe Ave., Corvallis.

The Corvallis Environmental Center is an Equal Opportunity Employer.