



## OFFICE COORDINATOR

1/11/2023

- Reports to:** Executive Director  
**Position:** 20-30 hours/week; minimum 4 days/week in the office.  
**Salary:** \$20/hour  
**Benefits:** Paid annual leave, paid sick leave, paid holidays, and SIMPLE IRA retirement savings plan with employer contribution (after completion of the probationary period).  
**To Apply:** Send resume and cover letter in a combined PDF to [info@brwaterforum.org](mailto:info@brwaterforum.org). Now accepting applications. Position will begin ASAP.

### Organization

The Bitter Root Water Forum works for the people and wildlife in the Bitterroot watershed through community-driven restoration and learning initiatives that support the traditions of agriculture, community, and recreation. The Water Forum works exclusively in and for the Bitterroot, and for the farms, fish and families that make this place special.

### Position Description

The Water Forum is eager for an Office Coordinator to join our team. The right candidate will play a critical role in keeping our office a positive, welcoming and productive environment. You'll also be responsible for strengthening organizational operations and supporting program staff to enhance the Water Forum's conservation impact throughout the Bitterroot Valley.

### Essential Responsibilities

- Greet and assist visitors when they arrive at the office.
- Design and implement administrative and organizational projects, systems, procedures, and policies.
- Answer phones, respond to requests, and handle mail.
- File and organize records, invoices and other important documentation
- Support other team members with various administrative tasks (copying, printing, formatting, scheduling, etc).
- Monitor office expenditures and handle all office contracts (rent, services, etc).

- Perform basic bookkeeping activities such as bill pay, invoicing, and reimbursements.
- Monitor office supplies inventory and place orders.
- Assist in volunteer, donor, board, and community member relationships management.
- Maintain hardware, software, office space, and office equipment, and schedule repairs as needed.
- Maintain an organized, efficient, and inviting office environment.
- Ensure compliance with federal, state, and other applicable regulations and reporting requirements.
- Compile statistics and financials for monthly, quarterly, and annual reports.
- Assist with annual fundraiser and special events as needed.
- Other duties as assigned.

### **Required Interests, Knowledge, and Skills**

- Dedication to advancing the conservation impact of the Water Forum as a valued member of a small but effective team.
- BA/BS in a related field, or three to five years of demonstrated applicable experience.
- Knowledge of basic bookkeeping principles and office management systems and procedures.
- Demonstrated mastery of Microsoft Office Suite and Google Drive
- Working knowledge of office equipment and software.
- Proven written and verbal communication skills.
- Demonstrated attention to detail, organization, prioritization and time management.
- Problem-solving and basic troubleshooting skills.
- Comfortable in a fast-paced environment.
- Flexibility and a sense of humor.

### **Preferred Qualifications**

- Non-profit or mission-driven professional experience.
- Experience with Constant Contact or similar email service provider, and DonorPerfect or similar CRM software.

***Water in the Bitterroot for Farms, Fish, and Families***