



BEAR-PAW REGIONAL GREENWAYS Office Manager

Bear-Paw Regional Greenways is seeking a part time Office Manager to support regional land conservation. Applicants should have experience with small nonprofits, strong attention to detail, and excellent organizational skills. This position will work closely with Bear-Paw's staff in assisting with the organization's day-to-day operations, long-term projects, and special events.

The Office Manager will be a part time, non-exempt employee at 10-12 hours per week, \$20 / hour. This position requires in-person office work but can accommodate a flexible schedule.

This job may be for you if:

You enjoy the details of keeping an office running – you are satisfied when all files are in their rightful place, the stationary is well-stocked, and the printers aren't causing catastrophes;

You are good with data - your mailing lists are always comprehensive, your records are always up-to-date, you can generate reports based on any variable, and you value data privacy;

You're comfortable multitasking – you like it when every day is a little bit different and you can juggle a few projects at once;

You enjoy a collaborative environment – you are looking forward to a close-knit organization and a small office setting;

You understand deadlines and you know how to prep materials for volunteer efforts or organizational events;

You appreciate people and you like building long-term relationships;

You have the ability to corral intermittent chaos - it's a small organization and sometimes things just don't go according to plan;

You believe that conservation is an important mechanism for maintaining a balance between human needs and a healthy planet.

Please visit bear-paw.org/board--staff.html for the full job description and application details.