



BEAR-PAW REGIONAL GREENWAYS Office Manager Position Description

Position Abstract: 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.

To apply:

Please submit your resume and cover letter to admin@bear-paw.org

Application deadline is: September 15, 2022. Start date negotiable.

About Bear-Paw Regional Greenways:

Bear-Paw was founded in 1995 with a mission to permanently conserve a network of lands that protects our region's water, wildlife habitat, forests, and farmland. Bear-Paw is accredited by the Land Trust Alliance and serves the eleven-town region that includes three state parks – Pawtuckaway, Bear Brook and Northwood Meadows. Bear-Paw has conserved over 9,500 acres in the towns of Allenstown, Barnstead, Candia, Deerfield, Epsom, Hooksett, Nottingham, Northwood, Pittsfield, Raymond, and Strafford.

Bear-Paw currently has 3 staff members: an Executive Director, Land Protection Project Manager, and Stewardship Coordinator. We are seeking a dedicated Office Manager to join our team to act as the administrative backbone of our conservation efforts.

Office Manager Job Responsibilities

The Office Manager reports to the Executive Director and manages office systems in support of land conservation and stewardship efforts. This includes:

- Collaborate with Bear-Paw staff, Board, and volunteers.
- Assist with grant reporting requirements and budget tracking.

- Ensure proper recordkeeping for audits.
- Evaluate office systems (phone, printers, etc) and negotiate best contracts.
- Generate database (Salesforce) reports for mailings, keep membership data up-to-date, ensure consistency across all data systems (Salesforce, Quickbooks, Mailchimp).
- Maintain an organizational calendar of events and deadlines.
- Review and copy edit published materials, including invitations, flyers, newsletter articles, and social media posts.
- Assist Bear-Paw with other tasks and events as is reasonable and appropriate.

Minimum Qualifications

Work experience (3-5yrs) in a related field or position

Drivers license and access to a working vehicle

Basic computer skills – Microsoft office suite, google suite, Zoom

Experience with database management, Salesforce preferred

Desired Qualifications

Familiarity with recordkeeping and audit requirements

Strong interpersonal skills

Experience in social media or web design

Demonstrated ability to work with diverse partners

Working Conditions:

This position requires in-office work responsibilities although there is flexibility for some work to be done remotely. Applicants should feel comfortable in a communal office setting.

EQUAL OPPORTUNITY EMPLOYER

Bear-Paw Regional Greenways is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender expression or identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals with disabilities upon request. No applicant will be penalized as a result of such a request. To request assistance or accommodation, please contact us at admin@bear-paw.org.