



Position:

Office Manager

Part-Time, Hourly

20+ hours/week, Flexible schedule

Reports to Executive Director

Overview of Protect Our Water Jackson Hole

Protect Our Water Jackson Hole (POWJH) is a 501(c)(3) tax-exempt, nonprofit organization dedicated to protecting and restoring the quality of surface and groundwater in Teton County, Wyoming.

Who we are

POWJH was initially formed as Friends of Fish Creek (FOFC) in 2014. Our work as FOFC revealed that the effects of nutrient pollution evident in Fish Creek extend far beyond the Westbank of the Snake River, seriously threatening water quality and aquatic systems throughout Jackson Hole. Water pollution in our seemingly pristine valley comes from multiple sources that threaten serious damage to the environment, human health, and economy across Teton County. Our board and staff have a proven history of creative thinking and accomplishment.

Our work drives bold change to improve our community's environmental and drinking water quality to ensure that our precious Snake River Headwaters watershed will remain healthy for generations to come. To ensure clean water now and into the future, POWJH utilizes a multifaceted approach focused on advocacy, education and outreach, and community solutions.

Office Manager Job Description

Protect Our Water Jackson Hole (POWJH) seeks an Office Manager to provide administrative support for daily operations on a collaborative team. The primary function of this position is to manage a variety of responsibilities and support POWJH programs to advance our mission. This position requires a high degree of initiative, strong organizational skills, attention to detail, ability to multitask, excellent communication skills, a professional attitude, and strong support of our mission.

Essential functions include, but are not limited to:

- Serve as a welcoming, professional, and in many cases the first point of contact for the organization
- Maintain organizational files and documents in accordance with POWJH policies and nonprofit best management practices
- Ensure the inventory of office supplies and materials is maintained
- Prepare for and support meetings by setting up technology, recording minutes/notes, and printing/electronically distributing and filing meeting materials
- Process vendor invoices for payment based on management approval
- Process receipts, organize accounts payable, and file digital records
- Work with staff to track grant expenditures, assist in preparing and submitting grant invoices, and coordinate submission of grant reports
- Utilize Customer Relationship Management (CRM) donor database system (Bloomerang) to assist in maintaining accurate records of constituents and donations
- Work with the Development Director to communicate professionally and promptly with donors, including producing and sending acknowledgment communications
- Perform other general administrative, communications, and program support tasks as needed

Qualifications and Skills:

- Must be able to multi-task, prioritize, solve problems, make decisions, follow through with commitments, and meet deadlines with minimal supervision in a dynamic work environment
- Must be willing to work as a collaborative team member with staff, and when working with partner organizations and the general public
- Demonstrates honesty and integrity, and exercises excellent judgment in regard to confidential information
- Competency with Google Workspace
- Must be willing to have some fun while making a lasting impact for the future of our water resources

Experience:

Experience in a professional office environment or continued education is preferred. Bachelor's degree in a related field is a plus.

Compensation:

From \$27.00 per hour, based on experience.

To Apply

Send a letter of interest and resume to phil@protectourwaterjh.org. Please insert Office Manager Application and your name in the subject line.