

Job Title: Office Manager

The Harris Center for Conservation Education

Since our founding in 1970, the Harris Center has become a transformative force in the Monadnock Region, where we promote understanding and respect for our natural environment through education of all ages, direct protection and exemplary stewardship of the region's natural resources, conservation research, and programs that encourage active participation in the great outdoors.

Office Manager Position

The successful candidate will work closely with the Executive Director and staff on office and organizational management. A primary responsibility will be managing the Harris Center's main office and building, including: greeting visitors, answering phones, handling event registrations and reservations, managing building rentals and room scheduling, coordinating mailings, assisting with event setup and technology (digital projectors, AV equipment, and other office equipment), record keeping, and ordering and organizing office supplies.

Additionally, the Office Manager will be responsible for editing and proofreading newsletters, event calendars, and other print publications, and writing and submitting press releases to local newspapers, town newsletters, and chambers of commerce. The position will be full time (40 hours/week with some event coverage on nights and weekends). The annual salary range is \$32k to \$35k (with benefits) based on experience.

Ideal Knowledge, Skills, and Experience for the Successful Candidate

- Bachelor's degree
- Demonstrated use of effective interpersonal skills – including listening, diplomacy, and tact – for building strong relationships with supporters, volunteers, partners, and co-workers
- Strong writing, editing, and verbal communications skills
- Strong organizational and administrative skills, including the demonstrated ability to set priorities, work efficiently, develop and stick to work schedules, monitor progress, adapt to new technology, and work both independently and collaboratively
- Robust sense of integrity, discretion, and demonstrated ability to maintain confidentiality of information
- Innovative approaches to problem solving, plus the flexibility and willingness to fill in where needed, as is required when working for a small organization
- Proficiency with computers including: word processing, spreadsheet, and database software
- Interest in, and experience with, the natural world

How to Apply

Applicants should send a cover letter and resume by **January 15** to Jeremy Wilson at wilson@harriscenter.org or 83 King's Highway, Hancock, NH 03449.