



## Part-time Office Manager Job Description

Gathering Waters: Wisconsin's Alliance for Land Trusts seeks a part-time (20 hrs/wk) Office Manager. The ideal candidate is highly organized and motivated, attentive to detail and good at follow-through, has strong written and oral communication skills, experience working with a CRM database, and an interest in land conservation.

Job duties include (but are not limited to):

### Office Management & Administration (90%):

- Greeting office visitors and answer general email and phone inquiries
- Processing information requests and routine correspondence
- Managing all supplies and equipment
- Sorting and distributing mail
- Scheduling meetings and maintaining office calendar
- Maintaining vendor relationships, contracts, contact information and administrative records
- Preparing checks for deposit and managing bill payment
- Coordinating logistics and supplies for events, quarterly board meetings, staff meetings, and other small meetings
- Overseeing IT systems and maintenance, including software and hardware upgrades, the phone system, service contracts and troubleshooting

### Program Assistance (10%):

- Provide general support and troubleshooting to program staff as needed and appropriate

**Salary:** This is a part time position (20 hrs/week). Salary is commensurate with experience and benefits include paid time off.

**To apply:** Please send one PDF file that includes a cover letter, resume, and three references, to [info@gatheringwaters.org](mailto:info@gatheringwaters.org) by 5pm on February 16<sup>th</sup>, 2018.

**About Gathering Waters:** We are committed to helping land trusts, landowners, and communities protect the places that make Wisconsin special. Unlike any other organization, we accomplish our mission by strengthening Wisconsin land trusts – a network of nearly 50 nonprofit organizations that protect land to meet community and ecological needs throughout Wisconsin. We are advocates for public policies supporting land conservation; we provide direct technical assistance to land trusts; and we use our statewide voice to share the stories of land trusts' impact to inspire public support for land conservation. We are a 501(c)3 non-profit organization with a home office in Madison, WI. Gathering Waters is an Equal Opportunity Employer.