

EMPLOYMENT OPPORTUNITY – IMMEDIATE OPENING

POSITION TITLE: OFFICE ADMINISTRATOR
Classification: Full Time / Non-exempt
Reports to: Executive Director
Compensation: \$20 - 23 per hour, dependent upon experience
Application Period: November 14 - December 4, 2022
Position Start Date: January 9, 2023

POSITION SUMMARY

Get Outdoors Nevada (GON) is 501(c)(3) non-profit organization that connects people of all backgrounds and ages to the outdoors by providing opportunities to experience, learn about, and care for our natural and urban outdoor spaces. Get Outdoors Nevada envisions a world where everyone has access to, benefits from, and cares for the outdoors.

Our organization values a diverse workforce and our team shares the firm conviction that diversity at all levels is critical to our success in fostering a community in which everyone has the ability to discover, experience and connect to our state's diverse outdoor places. We believe in nurturing individual strengths which drive collaboration that sustains a supportive and inclusive work environment where all voices are heard.

The Office Administrator works under the direction of the Executive Director to provide organizational administration, time management, financial and clerical support. The ideal candidate for this role will be an extremely well-organized, self-driven person with high work standards who thrives in a busy and collegial workplace. Benefits with this position include paid holidays, paid time off, health insurance options and 401(k) options.

Financial Duties (65%)

- Process and track invoices and outgoing payments
- Manage incoming payments (grant and agreement payments, donations, sales, etc.)
- Manage organizational and departmental purchasing processes; responsible for the majority of purchasing transactions
- Track and process credit card, debit card, ACH transactions and petty cash expenses
- Support financial review process; reconcile multiple bank account and credit card statements
- Track and process employee expense reports
- Merchandise sales
- Support annual audit process
- Support completion of required financial reports for contracts, grants and agreements

Administration (25%)

- Receive and distribute voicemail, email and written correspondence as appropriate
- Draft correspondence targeting various audiences along with general communications
- Proof Executive communications and contracts and agreements, as requested
- Manage supporting documents system (i.e., contracts, agreements, vendor records)
- Maintain jurisdictional documents, certifications and licenses
- Support Executive Director in maintaining key organizational documents (i.e., by-laws, board roster, meeting minutes, insurance documentation)
- Manage confidential information with a high level of discretion

- Manage donor recognition
- Maintain office equipment and systems
- Maintain office files (hard copy and electronic) and databases
- Assist with website updates
- Other duties as assigned

Human Resources (10%)

- Manage Employee Handbook and policies
- Onboard and offboard employees, maintain personnel folders and records
- Manage timekeeping and process bi-weekly payroll
- Manage benefits and record-keeping (i.e., 401(k), medical/dental/vision plans)

QUALIFICATIONS

The Office Administrator must be experienced in multitasking and prioritizing workflow in order to meet required deadlines. The ideal candidate will have a positive, energetic attitude combined with effective, professional organization and communication skills, and be accustomed to working in a mission driven, team environment. Due to the support-focused nature of this position, it is required that candidates must exhibit excellent time management, confidentiality, punctuality, attendance, reliability, organization and preparation skills.

ESSENTIAL REQUIREMENTS

- Ability to meet routine physical requirements of the position (prolonged periods working on a computer; some lifting and opening packages, up to 20 pounds; occasional driving)
- Ability to communicate with a high level of professionalism
- Excellent customer service skills and ability to establish working relationships in person, via email and phone
- Outstanding written and oral communication skills
- Ability to work with diverse, including at-risk, audiences
- Must have reliable transportation for local travel to activities, meetings and events
- Ability to anticipate and provide research, materials, and logistical support
- Flexibility to occasionally accommodate evening and/or weekend activities

PREFERRED SKILLS AND ABILITIES

- A minimum of one year of experience working with senior management preferred
- Experienced in the operation of standard office machines and technology: computers, printers, copier, fax, phones, etc.
- Proficiency in MS Word, Excel, Google Drive, database management, and internet use
- Experience using QuickBooks and/or constituent management and/or program registration systems highly desirable
- Bilingual in English and Spanish would be a plus!

APPLICATION INSTRUCTIONS:

Send an email with the subject line "Office Administrator Application" to jobs@getoutdoorsnevada.org, submitting a detailed letter of interest, a current resume and at least two professional references. All email attachments must be in MS Word or PDF format. Please do not call for additional information - email only.

Qualified candidates will be invited to participate in an interview. Additional supporting documentation of applicant's experience may be requested at that time.