

# **FRIENDS OF THE SAN PEDRO RIVER**

## **OFFICE MANAGER POSITION**

### **Position Summary**

This is a half-time (20 hours/week) position to assist in the daily office management and administrative duties of the organization, provide support to the President of the Board of Directors, schedule docents for regular events, and take the lead planning special events. Position is for one year; employment beyond that period is subject to available funds. Work schedule is flexible.

The Friends of the San Pedro River (FSPR) maintains an office cubicle with the Bureau of Land Management in the Interagency Office shared by the BLM's San Pedro Project Office and the Sierra Vista Ranger District of the USDA Forest Service at 4070 E. Avenida Saracino, Hereford, AZ. Office duties would include responding to daily phone messages and the mail and directing or responding to them as appropriate, and organizing and maintaining office files. This position will coordinate with volunteers, who provide a variety of services to FSPR, such as managing volunteer hours and editing a quarterly newsletter. There will be some light bookkeeping and annual reporting duties, as needed.

The Office Manager will work closely with the President of the Board of Directors, doing a variety of activities that will serve and enhance the mission of the FSPR, including fundraising appeal mailings, soliciting, processing, recording (and acknowledging receipt of) donations and membership applications and renewals. These will be developed in consultation with the President and be appropriate for the interest and experience of the Office Manager.

Additional duties of this position may include development of youth educational programs. Such programs will support objectives of the Bureau of Land Management (BLM) Hands on the Land (HOL) program. The Office Manager will work closely with the FSPR volunteers, BLM staff, and other non-government organizations as appropriate. Weekend work will sometimes be required, so schedule flexibility is helpful.

The Office Manager will attend a number of meetings, which may include the FSPR Operations Committees, the Board of Directors, ad hoc committees, and meetings of related organizations, as deemed beneficial to the organization.

### **Duties and Responsibilities**

The specific duties of the Office Manager will be developed in consultation with the President, and will reflect the changing needs of the organization and the interests and experience of the person hired. These duties should include:

- Staff the FSPR office periodically during the week, to answer phone messages and handle postal mail.
- Meet with the FSPR President frequently in person or by phone or email, to consult on ongoing activities.
- Work with the Board Treasurer, perform some light bookkeeping duties using Quickbooks and other bookkeeping software and assisting with year-end reports.
- Attend FSPR committee meetings and occasionally those of other organizations.
- Perform communication duties, such as creating PSAs and event flyers, and handling their distribution.
- Assist with maintenance of the FSPR website, Facebook page, and other social media.
- Schedule and coordinate docents and other volunteers to ensure events are covered and to keep accurate, timely records of budget, membership, and volunteer hours.
- Plan and develop youth programs and events to support the BLM Hands on the Land Program. The Office Manager may work with other FSPR volunteers to seek additional grants to fund these programs.
- Submit a monthly report to the President on recent activities and program status.
- Assist with fundraising activities, including appeal mailings.

PLEASE NOTE: While this may appear to be an extensive list of duties, FSPR has a very active volunteer base, contributing roughly 10, 000 hours annually. Many of these duties will be simply to coordinate the activities of the volunteers.

### **Desired Qualifications**

- Experience in office management and bookkeeping, including related computer skills.
- Experience in education and/or working with youth.
- Excellent written and oral communication skills, including social media.
- Experience with computer applications like QuickBooks, Excel, Word. website and social media content management a plus.

### **Personal Qualifications**

- Adaptable, flexible, and cooperative
- Organized and able to multi-task
- Self-motivated “get it done” ability, able to meet deadlines

### **Compensation**

Beginning salary is \$15/hour at half-time level of effort.