

Office Manager - Environmental Non-Profit

Recycling Association of Minnesota – 2250 Wabash Avenue, St. Paul, MN 55114

Recycling Association of Minnesota (RAM) is seeking a highly detailed, organized individual to join our team as a part-time Office Manager for an immediate hiring start date. The ideal candidate is energetic, friendly, self-starting, extremely organized, flexible and calm under pressure. We are seeking an individual with excellent problem solving skills, good judgment, and the ability to manage multiple changing priorities. The Office Manager supports day-to-day administrative activity and operations, helps support programs and events, works with the Executive Director and bookkeeper to maintain accurate financial records and bookkeeping for the organization, assists with communication and marketing efforts, and coordinates volunteers and interns when needed.

This position reports to the Executive Director.

About the Recycling Association of Minnesota

The Recycling Association of Minnesota (RAM) was founded in 1989 as a 501(c) (3) nonprofit organization. RAM is a non-partisan professional and public education organization where members from both the public and private sector can come together for educational and networking opportunities and to improve and promote recycling in Minnesota. RAM continues to be guided by its mission and vision along with input from its members, stakeholders, and the public.

RAM continuously strives to reach its mission through education, by offering training and forums, by providing resources to educators around the state, by providing recycling resources and support to Minnesota businesses, by creating and supporting state and local recycling programs, and by collaborating and building partnerships with our members and other organizations.

To learn more about RAM, please go to www.recycleminnesota.org

Responsibilities and Duties

Manage daily administrative functions of RAM

- Serve as the primary point of contact for office communications and contractors. Make copies, file documents, order supplies, and monitor office inventory
- Troubleshoot office equipment and IT problems, work with building management office, and serve as office manager on related issues
- Help maintain office supplies, equipment, and technology
- Handle office mail and coordinate deliveries with building receiving

Provide administrative and operational support

Represent RAM internally and externally in a professional, courteous, and helpful manner to RAM Members, partners and the general public

- Assist with design and production of programs, flyers, newsletters and other marketing and communication materials
- Assist with RAM social media feeds
- Help maintain and update RAM website
- Maintain memberships with appropriate organizations
- Attend occasional industry meetings and events as necessary in coordination with ED and contribute to good image throughout industry
- Assist the Executive Director with the management of meeting logistics for the Board of Directors, Executive Committee, and other groups, including the drafting of correspondence, preparation of meeting materials, development of agenda items, assembling materials, catering, and maintaining RSVP lists
- Help maintain current financial information in Quick Books, Member Clicks, Payscape, and other applications.

Manage and Support RAM's Programs and Members

- Support RAM events by helping manage logistics and planning, promotion, overseeing the registration process, and providing follow-up correspondence
- Build merchandise sales sites for seasonal Rain Barrel Compost Bin program and coordinate distribution events with partnering organizations (seasonal)
- Support RAM Members with general customer support
- Maintain Membership database (MemberClicks)

Assist with record keeping and financial tracking.

- Provide tracking of electronic and hardcopy filing systems. Regularly review and update various lists, records and information
- Process daily accounting, such as invoicing vendors, paying bills, and maintaining accurate records in accounting software
- File receipts, invoices, and deposits records for proper record keeping
- Work with Bookkeeper to ensure bank reconciliation, sales taxes, and payroll are completed in a timely manner
- Assist Bookkeeper and Accountant with providing data for tax returns
- Manage merchant database for all merchandise, membership and event sales

Qualifications and Skills

Essential Qualifications

- Exceptional interpersonal skills and high emotional intelligence

- Bachelor's degree in accounting, information technology (IT), business administration, environmental science, or related field, or equivalent experience
- Demonstrated ability to manage multiple tasks, meet deadlines, and stay organized while providing an acute attention to detail

Preferred Experience

- 2+ years providing administrative and program support
- Experience in non-profit management
- Experience providing great customer service on the phone and in-person
- Prior experience with bookkeeping

Helpful Knowledge, Skills and Abilities

- Excellent communication skills, both verbal and written, including strong editing skills
- Technical knowledge of Microsoft Office, including Word, Outlook, Excel, and PowerPoint as well as Share Point
- Familiarity with WordPress or other website management tools
- Knowledge of Constant Contact or other communication software
- Knowledge of QuickBooks or other accounting software, and strong technical aptitude, numeric proficiency, and computer skill
- Experience with Event Management tools, such as EventBrite and Webex
- Experience with Association Management software, such as MemberClicks or Wild Apricot
- Experience with or a willingness to manage office equipment, copiers, telephone equipment, and other IT hardware
- Ability to work in a small office setting, a hybrid of in-person and remote, unsupervised and with regular interruptions
- Basic knowledge of Adobe Creative Suite Software, including InDesign, Photoshop, and Illustrator

Physical Requirements

- Ability to work at a desk for extended periods of time
- Ability to lift and move bulky bins and containers weighing up to 30 lbs.
- Ability to stand for prolonged periods at events (when needed)

Additional information

This is a part-time position (20 hours a week) located in St. Paul, MN. This position is posted at \$25 per hour. This position could also be contracted for a monthly retainer with negotiable fee.

The Office Manager position is hybrid in-person and remote with flexible location and hours. The potential exists to grow into a full-time position.

Application:

Interested applicants must submit a cover letter and resume to lori@recycleminnesota.org.
Position is open until filled

Job Type

- Part-time or contract, flexible, hybrid in-person and remote; negotiable hours

Required education

- Bachelor's Degree

Preferred experience

- One year administrative or office-related work and one year program development and implementation

Required language

- English