

Join the team at Hackensack Riverkeeper! We're seeking the right candidate to fill the following position at our Hackensack, NJ office:

Office Manager- Full Time. The Office Manager reports to the Executive Director. This is a full time position, hours are Monday through Friday, 10AM to 6PM, and some weekends and/or evenings are required for special events or meetings. This person is responsible for all administrative functions of a busy, successful, environmental nonprofit, with a heavy focus on technology, including but not limited to:

Assist the Executive Director/Riverkeeper:

- Schedule all appointments, meetings and speaking engagements for the Riverkeeper, and maintaining the office calendars in Microsoft Outlook/Google Calendar or iCal
- Manage the info@hackensackriverkeeper.org mailbox, answering questions when possible and/or directing them to the Riverkeeper or other appropriate staff
- Sign the organization up for tabling events/trade shows
- Make travel arrangements for conferences, etc.
- Maintain a comprehensive contact list for the Riverkeeper
- Attend meetings with the Riverkeeper when necessary
- Familiar with synching iPhone/iPad to computer calendar and email

Office Administration:

- Renew registrations and oversee maintenance of vehicles and trailers
- Procure and secure insurance, including, but not limited to health, vehicle, D&O, general liability, etc.
- Responsible for the maintenance of the computer network, including hardware and software purchases and communicating with technology
- Maintain stock of office supplies and facilities/break room products
- Operate and maintain phones, copiers, printers, fax, computer equipment, and server. Familiar with software installation, computer/server troubleshooting
- Setting up Microsoft users and network connections in a multi-user environment
- Administration of multiple web based programs, providing user access, setting permissions, etc.
- Familiarity of PC, Mac, Android and iphone
- Google Products

Other Office Duties:

- Database assistance, Salesforce experience helpful but not required
- Mailings, labels, letters
- Answering phones, greeting guests to the office

General:

- All staff members are required to represent the organization at a number of evening and/or weekend events throughout the year
- Basic computer troubleshooting
- General office staff support for program, events and finance

- Handling correspondence
- Microsoft Office Suite, including administration of users
- Setting up for board meetings, including ordering food/beverages

Compensation: The starting salary for the Office Manager will be based on skills and experience, plus benefits.

Requirements: Candidates must be detail oriented, and have at least 2 years prior experience and excellent Microsoft Office skills. Some computer hardware/software/network knowledge, familiar with booking travel arrangements, and calendar scheduling is required. Candidates should be well spoken, professional and have a dedication to environmental issues. Strong customer service, communication, writing, spelling and grammar skills are also required. Occasional evenings and weekends are necessary, and job description may be added to or changed at the discretion of the Executive Director.

To apply, please email cover letter, resume, three references, and a writing sample to: info@hackensackriverkeeper.org. No phone calls, please. Hackensack Riverkeeper is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, and national origin, disability, or protected veteran status.