



## **Job Posting: Office Manager**

Vashon Maury Island Land Trust

January 15, 2020

Open until filled

**Reports to:** Executive Director

**Salary Range:** 30 hours per week, \$18 to \$20 per hour DOE, with benefits.

### **Responsibilities:**

The Operations Manager works alongside all staff at the Land Trust to support and further our mission:

**It is the mission of the Vashon-Maury Island Land Trust to conserve land and to protect the natural ecosystems and rural character of Vashon-Maury Island for the benefit of the public and future generations**

The Office Manager provides this support by managing the front office and related systems that keep the Land Trust functioning smoothly and by helping to develop and implement communications and outreach activities that consistently articulate the Land Trust's mission and draw the community to it.

This is a 30-hour per week front-office position. The Office Manager is often the first point of contact for the public. With that in mind, the Land Trust is seeking someone with an efficient, effective, and professional manner, who exhibits integrity and a positive attitude. Following are the specific responsibilities of this position:

### **Administration:**

- ❖ Maintain state and federal registrations for the organization.
- ❖ Manage staff and/or contractors for cleaning, maintenance, repair, or remodel of the Land Trust building, including the grounds, and for maintenance of the Kneeshaw House and Matsuda House.
- ❖ Secure and administer lease of the school rooms, Kneeshaw House, Matsuda House, Fisher apartment, and any other leases as needed.
- ❖ Train and manage key volunteers to assist as necessary.

### **Filing and Property Management:**

- ❖ Organize and maintain all files, electronic and paper.
- ❖ Pay property taxes.

### **Systems and Office Management:**

- ❖ Coordinate with tech support to implement system upgrades, both hardware and software.
- ❖ Coordinate with tech support to manage computer network and backups, maintain phone system and office machines.
- ❖ Maintain inventory of printed materials and office supplies.
- ❖ Manage the rental of the Heron Room.
- ❖ Answer the phone, field inquiries, and other duties as assigned.

### **Communications:**

- ❖ Generate online content and perform regular web, Facebook, and Instagram updates.
- ❖ Assist staff in event communications and promotions by developing content and designing promotion materials such as posters and invitations.
- ❖ Support the development of all print and electronic collateral including newsletters, social media, brochures, maps, trail signs, cards, and envelopes.
- ❖ Assist Development Director with planning and executing special events.

### **General:**

- ❖ Take on additional projects as warranted to reflect organizational priorities.
- ❖ Respond as appropriate to unforeseen circumstances and emerging issues.

### **Required Qualifications:**

- ❖ Minimum three years' experience with office systems, including computer and phone systems.
- ❖ Proficient in Microsoft Office suite, including Word, Excel, and PowerPoint.
- ❖ Proficient in communications tools including website content management, graphic design, social media, and email marketing platforms like Constant Contact or MailChimp.
- ❖ Demonstrated creativity, innovation, and good judgement.
- ❖ Organized, efficient, and professional.
- ❖ Works independently and as part of a team.
- ❖ Ability to work nights and weekends when needed.

### **Desirable but not Required:**

- ❖ Non-profit experience, including volunteer management, special events organizing, and donor recognition.
- ❖ Experience with WordPress or other web platforms.
- ❖ Experience with photography and iMovie for capturing Land Trust projects and activities.

This position is 30 hours per week, salaried, non-exempt, with benefits. The Vashon-Maury Island Land Trust office is located at 10014 Bank Road, just west of the main intersection in Vashon. This position works from the front office and requires a regular presence in the office, but is also expected to do occasional work in the field.

**To apply:** Provide a letter of interest and résumé by email only. Applications received by February 7th, 2020 will receive priority consideration. The position will remain open until filled.

Tom Dean, Executive Director  
Vashon-Maury Island Land Trust  
[Tom@VashonLandTrust.org](mailto:Tom@VashonLandTrust.org)

*The Vashon Maury Island Land Trust does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.*