Office Manager

Sierra Foothill Conservancy is a 501(c)3 regional land trust whose focus is the grasslands, foothills, and forests between Yosemite and Kings Canyon National Parks which provide land for farms and ranches, a home for native plants and wildlife, and a source of clean water. The Sierra Foothill Conservancy (SFC) honors our natural and cultural heritage by protecting these resources and ensuring that present and future generations will continue to experience and enjoy the land in this region.

Position Summary

The Office Manager is responsible for assisting the Executive Director & Operations Director with management of the SFC offices. Responsibilities include overseeing daily administrative operations, ensuring a productive and organized workplace. Duties including managing day- to-day office functions such as opening correspondence, answering phone calls and acting as the office's primary point of contact, scheduling meetings, file maintenance, maintaining office inventory and purchasing supplies, assistance with financial management tasks, and managing equipment maintenance. This position will assist the leadership team with Board & Committee scheduling, tracking, and meeting facilitation. The workload is diverse. This position will be based in SFC's Mariposa office, but will require occasional travel throughout SFC's service area including Fresno, Madera, Merced, and Mariposa counties for meetings and events, with occasional evening and weekend work. This position reports to the Operations director and works with all SFC programs and staff.

This is a full-time hourly position. Sierra Foothill Conservancy provides competitive benefits and compensation packages including 100% employer paid heath care premiums, dental and vision coverage, 401K retirement plan with 6% employer match, and life insurance. The anticipated starting rate for this position is between $26.50-$28.75 per hour. SFC strongly encourages those with both minimal and extensive experience to apply. This position could potentially be responsive to those who are entry level as well as established career professionals. SFC is an equal opportunity employer, and we are committed to building a workplace where everyone can succeed and belong. To Submit Applications:

Send resume, cover letter, 3 professional and 1 personal reference and application, in a single combined PDF, to careers@sierrafoothill.org, call 209-742-5556 with questions. The position will be filled as soon as possible. We will be accepting applications until the position is filled, only applicants selected for interviews will be contacted.

Required Skills:

- Strong commitment to land conservation and, in particular, the mission and vision of SFC

- Experience as an office manager or in a comparable administrative role, with a track record of success in maintaining efficient operations
- Exceptional organizational ability and multitasking skills
- Excellent written and verbal communication skills for presentations, reports, phone calls and emails
- Ability to anticipate needs, provide project support, take initiative and be resourceful
- Demonstrated innovative thinking and adaptability
- Technologically savvy, especially a high level of proficiency with MS Office Suite
- Enjoy working as a team member as well as independently
- Ability to occasionally work weekends and long hours
- Ability and desire to work with a diverse group of people including county, state, federal, tribal, and non-government resource professionals, working lands producers, and the general public.

Desired Skills (not required):

- Bachelor's degree in business administration, management, or a related field
- Experience in conservation real estate, habitat management and/or enhancement
- Experience with project budget development and management
- Project management and grant writing experience
- Experience with contract management
- Familiarity with rangeland and ranching culture
- Knowledgeable of Sierra Nevada and foothill ecosystems
- Familiarity with CEQA, NEPA, special status species and mitigation and permitting

Physical Requirements:

Requires ability to sit up to 8 hours per day. Able to lift up to 50 pounds. Traverse difficult terrain in variable weather conditions, climb and or stand for 6 hours per day, able to frequently bend, stoop, kneel, walk, run, crawl, and reach for things high or low. Hearing acuity must be average, and visual acuity must be good. Good manual dexterity is required as is the ability to operate stationary machinery and vehicles or mobile equipment.

Responsibilities

- Oversee daily office operations, including scheduling, supply management, and vendor relations
- Provide administrative assistance to leadership and staff, ensuring everyone has what they need to excel
- Assist with the planning and coordination of team-building activities, employee appreciation events, and community outreach initiatives.
- Ensure proper maintenance of computer hardware, software, files, networking, security, back-up, and other systems and performance.
- Keep, maintain and file accurate and complete records, including electronic and hard copy.
- Assist with ensuring OSHA compliance and that the organization has safe, healthy and professional work environment, with adequate supplies and resources to perform their duties.
- Assist with the management and maintenance of SFC's insurance (general/umbrella, liability, D&O, vehicle, land/easements, etc.)

- Support staffing assistance to SFC's ED & Board of Directors, and Board Committees including scheduling meetings & retreats, agenda tracking, term tracking and reporting
- With oversight of the Operations Director, assist with management and maintenance of ED schedule, appointments and travel arrangements
- Prepare and edit correspondence, communications, presentations, and other documents as requested.
- Assist the finance team with fiscal management tasks including external billings, credit card reporting, annual audit needs, taxes and other filings
- Assist the leadership team as needed in grant research & development, as well as assist with the implementation of projects and programs to reach organizational goals.