

Bonnyvale Environmental Education Center (BEEC) is hiring an Office/Business Manager



BEEC is seeking an Office/Business Manager to serve as our central office support person, as well as a key point of contact with the general public and BEEC members, donors, staff, and Board. The successful candidate will be very organized with an attention to detail, able to prioritize effectively, have solid written and oral communication skills, and can work well across all levels of our team in this Brattleboro, Vermont based non-profit organization.

Job responsibilities with the public include:

- Answering inquiries from the general public, BEEC members, businesses, and donors.
- Communications with BEEC members, donors and participants.
- Coordinating registrations for programs and events.
- Assisting with events and coordinating volunteers.

Internal support duties include:

- Day to day operational support for the director and staff.
- Updating the donor management and accounting software.
- General office support and coordination of various facilities related activities.
- Managing, improving, and troubleshooting administrative systems with staff.
- Managing invoices, bills, accounts, insurance policies, etc.
- Marketing mailings, funding appeals, and other fundraising activities.
- Periodic website and newsletter updates.
- Payroll processing and tax reporting.
- Supporting the director in the processing and tracking of grants.
- Supporting the director in the organizational budget process.

The ideal candidate will have bookkeeping experience with QuickBooks Online, and database experience with Little Green Light or other donor management software. Experience with MS Office and Google Suite applications is required. Other desirable computer skills include experience with Wordpress, Constant Contact, and Adobe Acrobat.

Compensation:

- Between 20 - 30 hours a week @ \$23/hr
- Annual retirement contribution

How to apply:

Please submit a resume and a cover letter stating your interest in the position to jobs@beec.org. Applications accepted until position filled.

Bonnyvale Environmental Education Center (BEEC) www.BEEC.org
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