

POSITION AVAILABLE
ASSATEAGUE COASTAL TRUST, BERLIN MD

Assateague Coastal Trust (ACT) seeks employees who are committed to protecting the quality of Delmarva's waters and the health of the people, fish, and wildlife that depend on them. You will join a dedicated staff who together raise a collective voice for our region's Coastal Bays.

Office Manager (Part-Time, 20 hours/week)

Working with three staff and many dedicated volunteers, the Office Manager will play a pivotal role in ensuring ACT's efficient operation. The Office Manager will manage several important functions, including bookkeeping, payroll, financial reporting, and event support while also ensuring the day-to-day function of the office. This position requires a detail-oriented individual with software and communication skills, and knowledge of bookkeeping and financial reporting.

Primary Responsibilities:

- Overall support of office functions including supplies and materials
- Bookkeeping entries and financial reporting
- Use of, and updating of, QuickBooks accounting software
- Gift entries and use of Customer Relations Management (CRM) software
- Payroll and HR tasks, including state/federal tax compliance
- Participation in ACT events
- Fundraising appeals and charity event oversight

Qualifications:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) required
- Experience with QuickBooks Online and Salesforce CRM software preferred
- Strong interpersonal and communication skills, in particular working in a small office
- Highly flexible with strong organization and time management skills to balance multiple responsibilities within the limited hours
- A keen eye for detail ensuring management of all administrative processes
- A friendly, fun personality who gets along well with staff, volunteers, and donors

Working Conditions:

This position is part-time, requiring 20 hours per week. Work hours can be flexible and organized to accommodate the needs of the Office Manager and our office. This position is on-site in ACT's office with no remote work. The successful candidate will contribute significantly to our team, ensuring the efficient operation of our office activities and participating in ACT's fun events and activities.

To apply, applicants may send resume and cover letter to Taylor Swanson at taylor@actforbays.org.