

Siskiyou Field Institute (SFI) Office Administrator Job Announcement

Job Title:

Office Administrator

Job Status:

Non-Exempt, part-time to full-time permanent

Supervisor:

Executive Director, Siskiyou Field Institute

Hours:

20-32 hours per week, spring and summer are the busy season hours may be cut back to part time in the fall or winter.

Description of Duties:

- 1) Answer office phones, respond to program inquiries, give tours, and assist with other customer service tasks as needed.
- 2) Assist with program and course registration, lodging reservations, facility rentals, event coordination, process payments/refunds, and production of promotional materials.
- 3) Manage member/donor/student non-profit database, coordinate mailings, develop and maintain outreach lists, coordinate other data management or correspondence.
- 4) Coordinate with caretaker and housekeeper by communicating lodging and facility check ins/outs and housekeeping needs.
- 5) Order supplies for office and facility and assist with light housekeeping if necessary
- 6) Help with financial reimbursements
- 7) Support Siskiyou Field Institute's programs as assigned

Job Responsibilities:

- Respond to customer, colleague and inquiry emails, correspondence, and phone calls in a timely and accurate fashion.
- Attend staff meetings and other functions of organization as requested, occasionally outside the normal work day.
- Work cooperatively with other staff to ensure efficient and effective operations.

Qualifications:

- Experience in a customer service, office setting, or reception preferred.
- Proficiency in excel, non-profit databases, word office suite, and google suite preferred.
- Ability to communicate effectively and collaboratively in a team setting.
- Great customer service and a commitment to creating a welcoming environment for our guest and program participants
- Commitment to SFI's mission

Physical Requirements:

Must be willing and able to: sit, talk on a telephone, work on a computer, all for extended periods of time; lift objects of up to 50 pounds; perform tasks associated with office work.

Compensation: \$15-16 per hr. to start, DOE, vacation, sick, holiday pay.

Probationary period: This position is subject to a 60-day probationary period.