

PSRF Office Manager Position Description



[Puget Sound Restoration Fund](#) (PSRF) seeks a part-time Office Manager to join our team to provide support for the organization and help us achieve our many marine research and restoration goals in Puget Sound. This is a part-time position for 20 hours per week at a pay rate of \$20/hour. The position is based at the PSRF main office on Bainbridge Island (8001 Day Road West, Ste. B, Bainbridge Island, WA) and the manager is expected to be at the office a minimum of 3 days per work week. The successful Office Manager will be highly detail-oriented, skilled at communicating clearly and in a timely manner, and be an efficient individual who works well independently. The manager will work most closely with PSRF Executive Director Betsy Peabody. Responsibilities will include the following:

- Maintaining the office phone system by answering incoming phone calls, checking and forwarding messages in a timely manner
- Purchasing office supplies, assisting with program-related procurement and tracking inventory of assets (e.g., computers, supplies, equipment/furniture)
- Providing technical support for computing and printing, either directly or by outsourcing the support
- Ensuring that bills are paid or distributed to other PSRF staff (or outside Controllers) for them to do so
- Collecting and distributing mail
- Organizing the office space and arranging for periodic office cleaning
- Maintaining the PSRF filing system
- Maintaining insurance (employee healthcare, G&L, D&O, USL&H, auto, hatchery)
- Managing annual renewals (WA Sec. of State nonprofit corporation renewal; Charitable Solicitations Renewal; vehicle registrations/tab renewals)
- Orienting new employees and managing employee records
- Assisting with publications and mailings (e.g., newsletters, annual reports) and materials for outreach and events

Qualifications

- Bachelor's degree and/or certificate and 2 years' relevant experience, or equivalent combination of education and experience;
- Experience using common applications such as Word, Excel, and web browsers;
- Well-established organizational and time-management skills;
- Demonstrated ability to effectively work independently;
- Excellent written and verbal communication skills; and
- Last but *most certainly* not least, enthusiasm for PSRF's mission: To design, test, and spearhead in-water actions to restore Puget Sound's marine habitats, species and waters – for people and place.

To apply

Please email a resume and cover letter to Jodie Toft (jodie@restorationfund.org). Applications will be reviewed as they are received and the position will remain open until filled.