



**Title:** Office Administrator                      **Status:** 0.8 FTE (32 hrs/week)  
**Reports to:** Executive Director                      **Salary:** \$17-\$20 hourly/DOQ

The Office Administrator provides quality administrative and general bookkeeping support to the organization. This individual is responsible for providing a wide range of administrative duties ensuring efficient office operations, timely and accurate accounting and reporting. The ability to multitask, while maintaining complex schedules and managing administrative support, is essential to this position.

**Responsibilities & Expectations:**

Administrative support:

- Communicate with staff and external parties in a friendly professional manner
- Provide logistical support and coordination of programs, events and meetings
- Database management (donors, contacts)
- Data entry for evaluation
- Office supply inventory
- IT support and equipment maintenance
- Onboarding staff
- Maintain digital and paper filing systems
- Provide communications support
- Receive, sort and distribute mail
- Contribute to overall team effort by accomplishing related results as needed

Bookkeeping support:

- Maintain and code financial statements and receipts
- Process payments
- Accounts payable and receivable
- Communicate with vendors and customers in a timely and professional manner
- General financial reporting using QuickBooks and Excel

**Qualifications:**

- Associates degree in related field
- Administrative experience required
- Ability to remain highly organized, handle multiple priorities and meet deadlines

Must have car with insurance; ability to perform activities associated with filing, running errands, which may include semi-heavy lifting and carrying; standing and sitting for long periods of time; flexibility to work occasional evenings and weekends; and occasional travel to the farm in Hugo. Health insurance and PTO available.

To Apply: Submit cover letter and resume to Tyra at [Tyra@dreamofwildhealth.org](mailto:Tyra@dreamofwildhealth.org).  
Open until filled.