



Oregon Water Resources Congress

Office Manager Job Description

The Oregon Water Resources Congress (OWRC) is seeking an Office Manager. OWRC is a 501(c)6 nonprofit association of irrigation districts and other agricultural water suppliers that deliver water to farms and other water users in Oregon. OWRC's mission is to promote the protection and use of water rights and the wise stewardship of water resources. Visit: www.owrc.org for more information.

Position Responsibilities: The position involves a variety of general administration and program support duties. The Office Manager is one of three full-time staff positions and is an integral member of a small team that may be asked to take on other responsibilities as needs arise. Specific job responsibilities will be tailored based on the selected candidate's skill set.

Office Administration

- Track accounts receivables and accounts payables; issue invoices/checks; and enter reoccurring financial transactions in a timely fashion
- Provide monthly and quarterly financial reports as directed by Executive Director
- Assist with annual audit/audit review and IRS 990 tax return preparation
- Maintain membership database and contact lists for vendors, peer organizations, government agencies, elected officials, and other stakeholders
- Maintain OWRC website and update as needed
- Coordinate mailings to members and stakeholders
- Take/compile meeting minutes as required
- Organize, maintain, and protect all office records
- Purchase supplies and equipment for office and coordinate any necessary service work
- Schedule and record minutes from internal quarterly safety meetings
- Schedule appointments and meetings for Executive Director as needed
- Perform a variety of administrative duties which include answering phones, responding to general email inquiries, travel logistics, copying, distributing mail, faxing, filing, and other duties as required.

Program Support

- Serve as first point of contact and respond to inquiries from current members, potential members, and various stakeholders in a timely and professional manner
- Assist Executive Director with logistics for planning board meetings, workshops, annual conference, and other OWRC events, including facility options, catering, registration, marketing, sponsorships, vendor coordination, and other tasks as needed.
- Develop and disseminate periodic communications for members, events, and other informational and marketing needs (via email, website, social media, and hard copy)
- Search and compile news articles of interest to members on weekly basis
- Conduct member surveys and compile summary reports
- Compile and coordinate publication of annual Member Directory
- Provide administrative support to program committees as instructed by Executive Director. Current committees include: Education & Events, State Legislative, Federal Affairs, and Membership Services.

Qualifications: The ideal candidate will have excellent organizational and multi-tasking skills; ability to adhere to deadlines; have a versatile skill set; and a willingness to learn.

- Excellent interpersonal, written, and oral communications skills
- Strong organizational skills and a demonstrated ability to work independently, prioritize tasks, meet deadlines, and ensure high quality work
- Professional, friendly, and enthusiastic personality
- Experience providing customer service; working with staff or volunteers at an association or member-orientated nonprofit preferred
- Proficient in Microsoft Word, Excel, Outlook, and other PC-based office software
- Experience with QuickBooks or similar bookkeeping software preferred
- Experience editing and/or writing letters, newsletters, and other documents
- Experience maintaining/updating websites is preferred; willingness to learn is required
- Knowledge of or experience with irrigation districts or other governmental entities, state and/or federal legislation, and/or natural resources is ideal but not required.

Hours: 40 hours per week, Monday through Friday. Occasional travel, including some overnight stays, and extended hours may be required for board meetings, conferences, and other OWRC related events. Approved work-related travel expenses are reimbursed.

Compensation: Starting salary will be based on experience, with a range of \$35,000-\$46,000 annually, plus a benefits package including health insurance for employee, 401(k) retirement plan, and paid vacation/sick leave. New employees are subject to a probationary period before receiving full benefits.

Application Process: Please send a cover letter and resume detailing qualifications for this position to apply@owrc.org. Interviews will be conducted with qualified candidates as applications are received and will continue until the position is filled. Ideal candidate will be able to start in August of 2020.