**CAMP FIRE SAMISH**

**Position Title**: Office Manager

**Day/Hours:** Full Time - 40 Hours, Mon-Fri

**Compensation:** DOE – Starting at $19 an hour

**Reports to**: Executive Director

**Position Summary:**  The Office Manager supports the Camp Fire Samish & Camp Kirby management team, employees, donors, and camper families through a variety of tasks related to our innovative programs. Processes mail, manages correspondence through phone and emails, purchases office supplies.

**Essential Functions:**

* Act as a point of contact for incoming phone calls and inquiries
* Check voice mail and distribute messages as needed
* Sort, date stamp ,distribute, and process incoming mail
* Reconcile weekly cash/checks received for bank deposit
* File, sort, and organize paperwork, forms, and other office files
* Ensure all required government postings are updated in break room in a timely manner
* Assist in creating Camper files and maintain for all forms needed
* Assist in maintaining all files, A/P, donors and facility usage
* Write and send donor tax acknowledgments and thank you cards
* Work with HR Manager to maintain donor databases and files, including logging donations, generating and sending donor acknowledgements, and tracking donor appreciation efforts
* Keep all office generated forms and publications up to date and in supply
* Manage all landlord communications with regard to needed issues and repairs
* Maintain all Board Directors materials and update Master book each month
* Take an active role in all fundraising events, such as our Camp Fire Auction
* Inventory and order office supplies as needed
* Provide administrative support for all fundraisers
* Maintain complete staff lists with name, job title, and birthdays
* Light janitorial duties such as vacuuming, cleaning restrooms, cleaning/sanitizing frequently used surfaces
* Other duties as assigned

**Qualifications:**

* Experience with Camp Fire, Camp Kirby, or other youth serving nonprofit desired.
* Demonstrated ability to multitask, prioritize deadlines, work independently, take initiative, and maintain confidentiality
* Highly organized and detail oriented
* Demonstrated ability to develop, direct and coordinate multiple programs and activities.
* Excellent written and verbal communication skills
* Strong interpersonal skills to ensure effective interactions, communication, and stellar customer service
* Effective conflict resolution skills
* Satisfactory results from criminal background search

**To apply email resume and cover letter to** [**erin@campfiresamish.org**](mailto:erin@campfiresamish.org)

**AN EQUAL OPPORTUNITY EMPLOYER**