



**Job Title:** Office Manager / Executive Assistant  
**Employer:** Center for ReSource Conservation (CRC); Boulder, CO  
**Job Status:** Full-time  
**Reports To:** Director of Business Operations  
**Salary:** Mid-Twenties Dependant on Experience, Plus Competitive Benefits Package  
**Application Deadline:** July 7, 2008  
**Application Process:** Please no phone inquiries. Additional information available at [www.conservationcenter.org](http://www.conservationcenter.org). Questions regarding the position can be directed to [ajohnson@conservationcenter.org](mailto:ajohnson@conservationcenter.org) and will be responded to within 3 business days. To apply, submit a cover letter, resume, and three references by e-mail to: [ajohnson@conservationcenter.org](mailto:ajohnson@conservationcenter.org).

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**CRC Mission:**

To empower our community to conserve natural resources.

**CRC Vision**

A thriving community that understands the finite nature of natural resources and acts to conserve them.

**Core Values**

- collaboration
- global impact via local action
- individual engagement is the cornerstone of conservation
- stewardship of the organization's resources
- practice what we preach

**Expectation for All Employees:**

Support CRC's mission, vision, and core values and exhibit a commitment to:

- Promoting innovation, excellence, and respect for the long-term sustainability of our environment.
- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities.
- Embracing personal responsibility and accountability for your job.

**Job Purpose:**

The Office Manager / Executive Assistant (OM) oversees all administrative functions in the office including providing information about the CRC and its programs to the general public, managing the Recycle Boulder Hotline, managing supplies and equipment, providing general support to CRC staff, and serving as the Executive Director's primary assistant as required. The OM reports directly to the Director of Business Operations.

## **Principal Responsibilities:**

### Office Assistance:

- Establish and oversee standards and procedures for office operations.
- Design and oversee office conservation policies.
- Oversee mail communication, including: processing and distributing daily mail, posting outgoing mail, researching returned mail and keeping databases current with address changes, overseeing and managing all bulk mailings.
- Preparation and delivery of bank deposits in coordination with accounting procedures.
- Manage information technology, including: training and troubleshooting various software applications and being the point person and liaison with vendors for computer hardware and software, email and internet services, telephones, photocopier and other office equipment.
- Maintain and replenish office supplies and inventory, anticipate needed supplies and verify receipt of supplies.
- Maintain inventory and tracking system for CRC merchandise sales (e.g. t shirts, hats, radon kits, compact fluorescents, etc.). Oversee cash and credit card sales of same.
- Perform general office support duties including copying, faxing, word-processing and business errands as needed.
- Ensure accurate and complete data entry in CRC's databases and e-mail communication services.
- Support CRC staff in other general office functions as required.

### Public Education:

- Serve as primary interface with the public for walk-ins and general inquiries.
- Complete research and maintain expertise pertaining to all recycling options available within Boulder County and answer telephone and e-mail inquiries pertaining to recycling.
- Maintain CRC informational library.
- Occasionally staff CRC events and outreach activities which may be on evenings and/or weekends.

### Public Outreach:

- Update CRC website content as requested.
- Produce monthly CRC e-newsletter, soliciting headlines from senior staff.
- Create and disseminate weekly ReSource e-material alerts.
- Design and send mass email event announcements and reminders.

### Assist with Program Work as Assigned:

- Organize volunteer and internship requests/needs to support CRC programming.
- Assist Senior Management Team with special projects and other administrative duties as assigned.

### Executive Assistant:

- Respond to requests from the Executive Director for special projects and other administrative duties as assigned.

### **Desired Outcomes:**

- The CRC office and its systems function so as to optimally support the efficient and effective delivery of the CRC's programs.

- Public inquiries to the CRC, including the Boulder Recycling Hotline, are promptly and accurately responded to.
- The CRC website is up to date and mass e-mail communications are sent in a timely and professional manner.
- The CRC's Executive Director and Senior Management Team have conscientious and timely support as requested.

**Supervision Given:**

- Hires and oversees Contractors/Consultants as needed.
- Recruits, assigns, schedules, trains, and supervises volunteers and interns as needed.

**Job Interrelationships:**

- CRC staff
- Consultants, contractors, and vendors

**Desired Skills and Abilities:**

- Strong project management skills
- Excellent written and oral communication skills
- Acute attention to detail
- Team-player attitude, yet independent and efficient worker
- Proficient with MS Office suite (Word, Excel, and Outlook), web based research tools, and web and e-mail communication software

**Desired Behavioral Traits and Attitudes:**

Team player, outgoing, people-person, passionate, organized, creative, resourceful, pragmatic, critical thinker, results oriented, and self-motivated. Environmentally concerned/aware. Passionate about the CRC's mission.

**Minimum Qualifications:**

- Bachelors Degree, environmental studies preferred

**Special Requirements:**

- Must have valid drivers license.
- Additional time may be required as necessary, including occasional weekend and evening work and long hours.
- Minimal travel required, limited primarily to Boulder County and Northern Colorado.