

National Office Administrator

The National Office Administrator is responsible for general office duties, in addition to financial, personnel, and technical support. As needed, the office administrator supports the Board of Directors requests for general assistance. This position requires a broad-based and thorough understanding of the activities, vision, and work of Wilderness Education Association. This is a part time position with approximately 10 hours per week.

Essential Job Duties

- Describe WEA's purpose and offerings to prospective members and organizations
- Act as a liaison between the BOD, vendors, members, and prospective members and organizations
- Manage bank accounts (review transactions, balances, disputes, etc.) with treasurer
- Prepare, manage, distribute, and receive invoices from individual members and organizational members
- Manage insurance renewal and maintenance
- Assist accountant & CPA office on filing Federal and state tax documents
- Prepare and report out on budget highlights for Board meetings
- Assist Board members with projects as they arise
- Collect, review, edit program/course Agreements from Organizational member for Board signature
- Create or update website pages
- Assist with conference planning details as needed
- Collect and process course rosters into members and certificates
- Other tasks and duties as assigned

Requirements

- 2 Years of experience in administration, customer service, or clerical, preferably with a nonprofit organization.
- Ability to quickly discern the right course of action to address and route a wide array of incoming requests.
- Ability to provide effective and efficient customer service.
- Ability to prioritize tasks and work with frequent interruptions.
- Strong interpersonal and communications skills (verbally and in writing) and ability to provide services and support internally and externally.
- Excellent time management and organizational skills with the ability to manage and meet multiple deadlines, with a high level of attention to detail.
- Proficiency with Google Suite or Microsoft Office.
- Proficiency with Quickbooks.

Location: Remote

Job type: Part time (10 hours per week)

Salary: \$13.00 per hour

Reports to: WEA President and Board of Directors

To apply, send letter of interest and resume to nationaloffice@weainfo.org