



Office Operations Manager - Environmental Non-Profit

Recycling Association of Minnesota – 2250 Wabash Avenue, St. Paul, MN 55114

Salary and benefits commensurate with experience

Salary Range \$35,000-\$42,500

Position Summary

The Recycling Association of Minnesota (RAM) is seeking a highly organized individual to join our team as a full-time Office Operations Manager for an immediate hiring start date. The ideal candidate is friendly, self-starting, well organized, passionate about recycling and the environment and enjoys meeting the challenge of managing day-to-day office operations; record keeping and financial tracking; and technology and website management. We are seeking a long-term staff member with excellent problem solving skills, good judgment, and the ability to manage multiple changing priorities. The Office Operations Manager will support and help to manage day-to-day activities and seasonal programs for our team and assist with coordinating certain logistics for additional part time interns and volunteers.

About the Recycling Association of Minnesota

The Recycling Association of Minnesota (RAM) was founded in 1989 as a 501(c)(3) nonprofit organization. RAM is a non-partisan professional and public education organization where members from both the public and private sector can come together on neutral territory for educational and networking opportunities and to improve and promote recycling in Minnesota. RAM continues to be guided by its mission and vision along with input from its members, stakeholders, and the public.

RAM continuously strives to reach its mission through education by offering training and forums, providing resources to educators around the state, providing recycling resources and support to Minnesota businesses, creating and supporting state and local recycling programs, and collaborating and building partnerships with our members.

To learn more about RAM, please go to www.recycleminnesota.org

Responsibilities and Duties

Provide administrative and operational support

- Represent RAM internally and externally in a professional, courteous, and helpful manner to members and the public
- Attend industry meetings and events as necessary and contribute to good image throughout industry

- Collaborate with others to design and produce programs, flyers, and other marketing and communication materials
- Work with team members to identify, and document team protocol, processes, and procedures. Make recommendations for improvement as appropriate
- Manage all insurance policies
- Maintain memberships with appropriate organizations

Support RAM's Board of Directors

- Work with RAM Executive Director and Board of Directors to manage meeting logistics for the Board of Directors, Executive Committees, and other groups, including the drafting of correspondence, preparation of meeting materials, development of agenda items, assembling materials, catering, and maintaining RSVP lists
- Attend all Board and Executive Committee Meetings taking notes and assisting where appropriate with follow up of all assignments and tasks
- Work with RAM board treasurer to maintain accurate and current financial information
- Manage and document all income and expenses
- Prepare and present all financial information and findings to Executive Director, Executive Committee, and Board of Directors as needed

Manage and Support RAM's Programs and Members

- Attend, participate, and support RAM events by helping to manage logistics and planning, promotion, overseeing the registration process, hosting guests, and providing follow-up correspondence
- Work in cooperation with RAM treasurer, and other executive committee members and Executive Director to ensure operational, financial, and logistical efficiency of all RAM programs
- Maintain good working relationships with all program partners, collaborators, and members
- Provide public outreach and member benefits
- Collaborate with other RAM staff, board and committee members to increase, service and track RAM membership
- Create and distribute member communication including welcome packet and expiration reminders
- Collaborate with RAM board members and Executive Director to research and develop grant applications, and implement grant projects and tasks, as appropriate

Manage the day-to-day operations of the RAM office located at WestRock Paper Mill

- Serve as the primary point of contact for office communications and contractors. Make copies, file documents, order supplies, and monitor office inventory
- Troubleshoot office equipment and IT problems, work with building management office, and serve as office manager on related issues
- Maintain and update RAM website, collaborating with RAM team members where appropriate

- Maintain all office supplies, equipment, and technology
- Keep all storage inventory organized and accounted for
- Manage office mail

Oversee record keeping, financial tracking, and human resource needs

- Provide oversight and tracking of electronic and hardcopy filing systems, sustain and develop organizational wide records and documents, and regularly audit and review various lists, records and information
- Work with bookkeeper to process payroll and ensure bank reconciliation, taxes, and payroll are completed in a timely manner
- Manage other accounting functions such as making deposits, paying invoices, and entering data into QuickBooks

Qualifications and Skills

Required Qualifications:

- Commitment to the mission and vision of the Recycling Association of Minnesota
- Strong interpersonal skills and commitment to customer service, and working as a team member
- Hold valid Minnesota Driver's License
- Bachelor's degree or equivalent experience
- Demonstrated ability to manage multiple tasks, meet deadlines, and stay organized while providing an acute attention to detail

Preferred Experience

- 2+ years providing administrative and program support
- Non-profit management
- Customer service
- Prior work with bookkeeping
- Website management

Preferred Knowledge, Skills and Abilities

- Excellent communication skills, both verbal and written, including strong editing skills
- Advanced ability to use full suite of Microsoft Office software
- Ability to manage and maintain a website (Word Press)
- Knowledge of QuickBooks or other accounting software and strong technical aptitude, numeric proficiency, and computer skill
- Experience with use of Reg-Online, Constant Contact and Adobe Live Photoshop software.
- Experience with or a willingness to manage and assist other team members with office equipment, copiers, telephone equipment, and other IT hardware
- Ability to work in a small office setting unsupervised and with regular interruptions
- Ability to be a self-starter and work remotely, when appropriate

- Familiarity with recycling and solid waste industry and terminology are highly desirable.

Physical Requirements

- Work at a desk for extended periods of time
- Ability to lift and move bulky bins and containers weighing up to 30 lbs

Additional information

This is a full-time position (40 hours a week) located in St. Paul, MN. Salary commensurate with experience. Applications will be reviewed on a rolling basis until the position is filled.

Application:

Interested applicants must submit a cover letter, resume, and three references. Please submit to Brita@RecycleMinnesota.org

Job Type

- Full-time

Required education

- Bachelor's degree

Required experience

- Two years of administrative or office related work and program development and implementation

Required language

- English

Apply by submitting a cover letter, resume and three references to Brita@RecycleMinnesota.org.

For More Information & Questions

Brita Sailer
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