**Office Operations Manager - Environmental Non-Profit**

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

Recycling Association of Minnesota (RAM) is seeking a highly detailed, organized individual to join our team as a full-time Office Operations Manager for an immediate hiring start date. The ideal candidate is energetic, friendly, self-starting, extremely organized, flexible and calm under pressure. 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 Manager supports day-to-day administrative activity, manages programs and events, maintains accurate bookkeeping for the organization, assists with communication and marketing efforts, and coordinates volunteers and interns when needed.

**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, by providing resources to educators around the state, by providing recycling resources and support to Minnesota businesses, by creating and supporting state and local recycling programs, and by collaborating and building partnerships with our members.

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

**Responsibilities and Duties**

*Manage the day-to-day operations of the RAM office currently 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
* Coordinate onsite meetings and events through building management
* Maintain all office supplies, equipment, and technology
* Keep all storage inventory organized and accounted for
* Handle all office mail and coordinate deliveries with building receiving

*Provide administrative and operational support*

* Represent RAM internally and externally in a professional, courteous, and helpful manner to RAM Members, partners and the general public
* Assist with design and production of programs, flyers, newsletters and other marketing and communication materials
* Manage RAM social media feeds
* Maintain and assist with creation of content for RAM website
* Anticipate, identify, and document team protocol, processes, and procedures. Make recommendations for improvement as appropriate
* Coordinate with Executive Director to manage all insurance and liability policies
* Maintain memberships with appropriate organizations
* Attend industry meetings and events as necessary in coordination with ED and contribute to good image throughout industry

*Support RAM’s Board of Directors*

* Manage meeting logistics for the Board of Directors, Executive Committee, 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 ensuring follow up of all assignments and tasks in coordination with the Board Secretary
* Maintain accurate and current financial information in coordination with the Board Treasurer and Bookkeeper

*Manage and Support RAM’s Programs and Members*

* Attend, participate, and support RAM events by helping manage logistics and planning, promotion, overseeing the registration process, hosting guests, and providing follow-up correspondence
* Coordinate with ED to ensure operational, financial, and logistical efficiency of all RAM programs
* Build merchandise sales sites for seasonal Rain Barrel Compost Bin program and coordinate distribution events with partnering organizations
* Maintain good working relationships with all program partners, collaborators, and members
* Support RAM Members with general customer support
* Assist with efforts to research, acquire, and implement various grant projects and tasks
* Maintain Membership database

*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
* Manage all income and expenses
* Prepare and present all financial information and findings to Executive Director, Treasurer, Executive Committee, and Board of Directors as needed
* Process daily accounting, such as making deposits, invoicing vendors, paying bills, and maintaining accurate records in accounting software.
* File all receipts, invoices, and deposits records for proper record keeping
* Work with Bookkeeper to ensure bank reconciliation, sales taxes, and payroll are completed in a timely manner
* Assist Executive Director and Treasurer with preparation of annual tax filing
* Manages merchant database for all merchandise, membership and event sales

**Qualifications and Skills**

*Essential Qualifications*

* Commitment to the mission and vision of the Recycling Association of Minnesota
* Exceptional interpersonal skills and high emotional intelligence
* 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
* Experience in non-profit management
* Experience providing great customer service on the phone and in-person
* Prior work with bookkeeping

*Preferred Knowledge, Skills and Abilities*

* Excellent communication skills, both verbal and written, including strong editing skills
* Technical knowledge of Microsoft Office, including Word, Outlook, Excel, and PowerPoint as well as Share Point
* Familiarity with WordPress or other website management tools
* Knowledge of Constant Contact or other communication software
* Knowledge of QuickBooks or other accounting software, and strong technical aptitude, numeric proficiency, and computer skill
* Experience with Event Management tools, such as EventBrite and Webex
* Experience with Association Management software, such as MemberClicks or Wild Apricot
* Experience with or a willingness to manage office equipment, copiers, telephone equipment, and other IT hardware
* Ability to work in a small office setting unsupervised and with regular interruptions
* Basic knowledge of Adobe Creative Suite Software, including InDesign, Photoshop, and Illustrator

*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.

**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

Required experience

* One year administrative or office related work and one year program development and implementation

Required language

* English