



# Palouse-Clearwater Environmental Institute

## PCEI Office Manager Announcement July 2014

The mission of the Palouse-Clearwater Environmental Institute (PCEI) is to increase citizen involvement in decisions that affect our region's environment. Through community organizing and education, PCEI assists members of our communities in making environmentally sound and economically viable decisions that promote a sustainable future.

The Office Manager is an individual's first impression of our organization and therefore is responsible for being positive and professional in every interaction with the public, working well with all staff and volunteers, being well aware of PCEI's current projects and their status. The Office Manager manages our contact database, and is responsible for managing incoming donations. The Office Manager works under the supervision of the Executive Director, and also works on project-specific tasks with Program staff.

### Minimum Qualifications:

- Ability to communicate professionally
- Proficient computer skills
- Experience with financial record keeping
- Ability to maintain confidentiality
- Willingness to learn and follow directions
- Great attitude and ability to work well with others

### Additional Desirable qualifications:

- Working knowledge of Macintosh operating systems
- Experience as a team player in an office setting
- Experience volunteering with PCEI
- Ability to work well independently

### Tasks and Responsibilities include:

- Greet visitors entering office. Answer phone and route incoming calls. Provide resource information for callers.
- Assist with public relations and membership related tasks as assigned.
- Manage volunteers for administrative tasks and regular upkeep of Perrine House.
- Pick up mail at post office every morning and distribute.
- Assist staff with sending/receiving faxes, making copies, and keeping machines and offices stocked with necessary supplies.
- Route and answer e-mail.
- Process membership records, create deposit reports and drop off deposits at bank as needed.
- Provide office support for special events.
- Manage housekeeping staff.

**Job details:** ¾ time, somewhat flexible within 9:00am-5:00pm, Monday thru Friday

**Compensation:** \$12.00 an hour with benefits

**Starting Date:** ASAP

**Application Deadline:** ongoing until we find the best candidate.

### Submit resume and letter of application to:

PCEI attn: Tom Lamar  
PO Box 8596  
Moscow, ID 83843 or  
e-mail: info@pcei.org