Membership and Office Manager Job Description

Position Summary: Friends of the Inyo is seeking a Membership and Office Manager. The Membership and Office Manager position is a part- or full-time permanent position that reports directly to the Executive Director. The position can be partly remote; some in-office time will be required. Our offices are located in Bishop and Lone Pine, CA.

Responsibilities:
The membership and office manager will be responsible for accurate and timely maintenance of FOI’s membership database, and for collecting and depositing contributions made by our supporters. The position will also be responsible for producing reports on a monthly basis regarding membership and donations. Additionally, the position will be responsible for office management, including maintaining adequate supplies, assisting with IT and technical support and resolving issues related to our facilities and equipment. Finally, the position will provide administrative support to the organization including assistance with on-boarding permanent and seasonal staff and managing any human resources issues that arise.

Requirements:
- Experience with data entry and ability to learn new software
- Ability to make bank deposits
- Willingness to investigate best practices and assist with managing new challenges as they arise
- Ability to communicate effectively orally and in writing
- Competent with Microsoft Office, Gmail and Google Drive
- Able to work on a computer, including sitting at a desk for extended periods
- Ability to multitask, learn quickly, and organize projects
- Ability to meet deadlines and flexibility to work on changing priorities

Preferred Qualifications:
- Office management experience
- Experience managing human resource issues
- Database management experience
- Experience utilizing new software, including data entry and generating reports
- Knowledge of California employment laws
- Knowledge of requirements applicable to 501c3 organizations
- English-Spanish bilingual skills

Friends of the Inyo is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Compensation for the Operations Manager position will be based on qualifications and experience.

Compensation for the position will be based on qualifications and experience, in the range of $23 per hour. Depending upon whether employment is full or part time, the position may include health benefits, retirement plan with 3% employer match and paid sick leave and vacation time. Other benefits include flexible working hours and an employee sabbatical policy. Please submit a resume and cover letter to Wendy@friendsoftheinyo.org. Position is open until filled.