



PO BOX 1306
North Fork, CA 93643
559-760-6019

**Do you want to do work that matters? Do you want to be part of
an enthusiastic, dynamic team working to help Madera County thrive?**

Come work with us!

**We are looking for a friendly, organized, proactive, reliable
individual/superhero to serve as our Office Manager**

ABOUT US:

Located in North Fork, CA, the Coarsegold Resource Conservation District (CRCD) in 1964 as a special district of the State of California. We work closely with a variety of local and regional partners to restore and protect Eastern Madera County with strategic conservation projects in Fire Prevention, Forest Health, and Watersheds programs, and by offering conservation planning services to residents and landowners. We spend our days helping to ensure forest, land, and air health, thriving wildlife and habitats, viable local farms and ranches, and resilient communities to improve the quality of life for all who live in our district. Learn more about us on our website at www.crcd.org.

Summary:

The Office Manager assists the Executive Director with coordination and administrative tasks for the district in the areas of program operations, finance, and community outreach.

Essential Duties and Responsibilities include the following:

- Assist in coordination of outreach events, attendance at outreach events and other program administrative needs as approved by the Executive Director.
- Record meeting minutes; Transcribe, type, and distribute the meeting agenda and minutes in a timely manner.
- Create and distribute meeting packets, including copying, collating documents, and formatting.
- Type from rough draft, straight copy, or verbal instructions, a variety of subject matter including routine correspondence, contracts, reports, policies, and business letters. Determine proper format, spacing, and alignment on documents.
- Maintain file system of current and historical financial records, contracts, correspondence, personnel files, reports, project files, etc.
- Maintain grant files consisting of correspondence, invoices, receipts, reports, photos, and financial documents.
- Other duties as assigned.

Job Requirements:

1. Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

2. Quantity – Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.

3. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

4. Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and

gets clarification; Tailors the content of speech to the level and experience of the audience; Uses appropriate grammar and choice of words in oral speech; Organizes ideas clearly in oral speech; Responds well to questions; Assist with group presentations; Participates in meeting and workshops.

5. Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively.

6. Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently while working remotely; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

7. Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.

8. Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

9. Adaptability – Adapts to changes in the work environment; Manages competing demands; changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.

Physical and Emotional Demands:

The physical demands include sitting and standing for long periods of time, ability to lift 25lbs, and ability to drive and/or hike to remote locations for site visits. The physical demands of CRCD staff are typically office-related tasks, however the ability to remain fluid to assist the small staff must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- 2-year college degree or equivalent and minimum one-year related experience and/or training.

Language Skills:

- Ability to read, analyze and interpret contracts, policies, financial reports, and legal documents. Ability to respond to common inquiries, or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups and/or boards of directors.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret



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an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of Internet software, Microsoft Office Suite, Adobe Pro, and the ability to learn other office software. Knowledge of basic office equipment should include Internet and email, printer, scanner, copy machines, and telephone.

Certificates, Licenses, Registrations:

- A valid California driver’s license, clean driving record, and current auto insurance are required.

Other Skills and Abilities:

- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments.
- Highly organized and motivated self-starter with the ability to work remotely, prioritize and meet deadlines.
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn.

Desired Qualifications:

- 2-4 year college degree (equivalent experience may be substituted for the degree).
- Knowledge of office administration and organization, including filing and bookkeeping.
- Experience working with fire safe councils, watershed groups or other conservation groups.
- Volunteer, event, and project coordination experience.
- Grant tracking and reporting experience.

Position Information:

Job Title: Office Manager

Reports To: Executive Director

Start Date: Immediate Opening

Starting Pay Rate: \$20.00 -25.00/ hour depending on qualifications.

20-25 hours per week (up to 40 hrs/week possible if applicant is willing to undertake additional program tasks)

Benefits include monthly stipends for internet, phone and health coverage, Sick leave, PTO, and Holiday pay

Application Procedures:

Applicants must submit a letter of interest, resume, and contact information for at least 3 professional references to:

Coarsegold Resource Conservation District

Attn: Jon Cottington

PO BOX 1306

North Fork, CA 93643

Or via email:

Jon.cottington@crd.org