

Grow Native *massachusetts*

**Office Manager, part-time
Grow Native Massachusetts**

**Waltham, Massachusetts
October 2021**

Our Mission: We inspire people to action across the Commonwealth, on behalf of native plants and the diversity of life they support.

[Grow Native Massachusetts](#) (Grow Native) is a nonprofit founded in 2010 and based in Waltham, MA that promotes environmental stewardship on all lands, large and small. We work to engage all people as advocates for native plant landscapes and in greater understanding of the ecological processes that sustain life as we know it.

We run a diversity of exceptional programs serving a broad constituency- from a widely esteemed public lecture series, to one of the largest native plant sales in New England, to community-oriented programs that facilitate action at the local level. Our operations depend upon our committed board members, a small staff, and a strong corps of more than 50 active volunteers. With a continually growing membership across the state, we are a community of people who enjoy the camaraderie of working together, motivated by our shared sense of mission and our desire to learn from one another.

Role overview

We are expanding our staff! We seek an engaging individual who will manage the basic operations and day-to-day needs of running our office, supporting our programs, and being a liaison with the public. This role will report to our Executive Director and work closely with our Manager of Programs and future Manager of Member Engagement. We see this role as the glue that holds all of our important work together. We seek someone who works well with people, as this role will also liaise with Board members, our member/volunteers, and external partners. This is a 20-hour per week role with an opportunity to evolve into more hours or even full-time, based upon the candidate and the needs of the organization.

At Grow Native we are a small but committed team, working in an environment where everyone's contributions are valued. We want to see our staff develop professionally based upon their interests and the work to be done. While this role is focused on administrative operations, there could be opportunities to learn about and support projects in areas such as bookkeeping, fundraising, or membership engagement.

Specific Responsibilities

- Answer general public inquiries, both over the phone and via email.
- Manage all office operations: incoming and outgoing correspondence, purchase office supplies, manage files and small library. Work with external IT for any system upgrades.
- Liaison to the Waltham building management and other tenants in the building.

- Provide logistical support to external programs, such as location booking, A/V needs, catering. Support Program Manager with program promotion, materials, and signage. Manage program registration through an online sign-up tool.
- Provide support of financial operations such as preparing and mailing donation acknowledgement cards, generate reporting from Salesforce, making bank deposits, and liaising with bookkeeper as needed.
- Maintain our Salesforce database, which is our customer relationship management (CRM) tool for tracking donations, program participation, connections with sponsors, and much more. All staff members play a key role in ensuring the database reflects any engagement with members and external partners.
- Provide administrative support to Executive Director, Executive Committee and Board through coordinating meetings, off site meeting logistics, and working with Clerk on distributing meeting minutes.
- Special projects as needed, such as support on grant submissions.

Qualifications

- 2-5 years' experience working in an office environment in an administrative capacity.
- Experience managing projects- designing timeline, actions to complete and understanding the impact.
- Good writing skills- able to generate concise and thoughtful emails, thank you notes, and other communications to external parties.
- Extremely well-organized, good at time management, and able to work independently as well as within a small team.
- Responsible, reliable, and especially attentive to handling financial transactions.
- Comfortable interacting with the general public, with members, volunteers, and Board members- in person, over the phone, and over Zoom.
- Proficient in MS Word and Excel on a Mac.
- Comfortable using databases and a willingness to learn Salesforce [and database management].
- Expectation to embrace our mission.

Preferred

- Bachelors' degree
- Interest in ecology and affinity towards promoting native plants
- Availability in evenings to support online and in-person programs

Compensation and Benefits

- Position is part-time, average 20 hours per week.
- Schedule to be determined; has some flexibility. Expectation of being in the office 3 days per week.
- Hourly rate is \$20- \$25/hour, based upon qualifications and experience
- Paid vacation and holidays, pro-rated from full-time offerings

Employees are currently working a hybrid schedule with both in person and remote days, but in-office time is required. The building is currently owned by the University of Massachusetts, as a result anyone working in the office must demonstrate proof of COVID vaccination.

To Apply

Grow Native Massachusetts is an equal opportunity workplace and is committed to diversity, equity, and inclusion in its hiring, workplace, and work.

Applicants should submit a thoughtful cover letter and detailed resume to jobs@grownativemass.org. All applications will be read and acknowledged. Only applications closely meeting the candidate profile will be contacted for additional information. All inquiries and applications are confidential.