



U.P. Land Conservancy

2208 US Hwy 41 South, Marquette, MI 49855

Phone (906) 225-8067

Land Today for Life Tomorrow®

Office Manager Position Available

About Us

The Upper Peninsula Land Conservancy is a 20-year-old, nationally accredited 501(C)(3) nonprofit conservation organization located in Harvey. The organization is responsible for the permanent protection of 6,064 acres of land across the Upper Peninsula in 12 counties. The UPLC protects land utilizing three methods: Conservation Easements, Preserves, and Working Forest Reserves. We practice “community conservation,” that is, we protect land *for* the community—private land is protected for its conservation values through conservation easements, our forest reserves provide local jobs and educational recreational areas through the CFA program while preparing the area for climate change; and our Preserves are open for the public to enjoy. Our mission is “Land Today for Life Tomorrow” and we feel that everything we do embodies that promise. The culture of the organization and the work space is built on collaboration and consensus, with each of us wearing multiple hats—and loving it!

About The Position

If you are a motivated self-starter with excellent communication and a willingness to learn and grow with us, read on! This is a part-time, year-round position that is new for January of 2018. The schedule can be flexible to accommodate classes, second jobs, etc., and will be based in the Harvey office with some weekends, evenings, and travel required (less than 20%).

Essential Functions

Our Office Manager is the heartbeat of our organization. You will be responsible for the day-to-day inner workings of the organization.

- QuickBooks Management
 - Enters debits and deposits
 - Works with the Board Treasurer and Executive Director to ensure timely bill payment
 - Keeps immaculate financial records with the Executive Director, other staff, Treasurer
 - Works with the Executive Director to ensure timely and appropriate donor management
- Brand and Content Management
 - Works with the Fundraising and Outreach committee, Executive Director and Intern to create and execute communications across several media:
 - Social Media
 - Facebook, Instagram, Twitter, monthly blog
 - Print material creation and management
 - Brochures, informational handouts, etc.
 - Website management (WordPress)
 - Press/Media Relations and event promotions
 - Works with Executive Director to ensure essential communications
 - Press Releases, posting on relevant community calendars, etc.



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- File Management
 - Closely follows policies and procedures to ensure that all records are kept updated and organized.
 - Uses Google's GSuite for Nonprofits, external backup hard-drives, in-office "working" files, and original copies managed in off-site fire safe.
- General Office Management
 - Communicates regularly with Executive Director and all staff, volunteers as needed about project status and needs
 - Maintains office equipment and supply levels
 - Maintains organizational calendars
 - May supervise interns and/or volunteers.
 - May help develop work plans and project budgets.
 - Ensures integrity of both data collection and management relating to conservation projects and project statistics.

Qualifications and Skills

- BA/BS or Associates degree in related field and 2 years related experience, or equivalent combination of education and experience.
- Experience managing, maintaining and populating databases and manual files.
- Highly detail-oriented and self-motivated
- Proficiency with GSuite for Nonprofits and Salesforce NonProfit Edition
- Proficiency in QuickBooks strongly preferred
- Some GIS/mapping training/experience preferred (we use QGIS)
- Excellent communication skills in-person and by phone, email, written, and otherwise.
- Ability to provide transportation to and from the UPLC Office in Harvey. Personal transportation to properties is not required.
- Works under minimal supervision making independent decisions

Additional Information

The Office Manager is not expected to attend all monthly board meetings or events, though you may occasionally be asked to attend those and/or other committee meetings or travel off site for events as needed. The office manager is generally not required to assist with field work, though getting to know the properties we protect is encouraged. Field work and events may extend into evenings, may take place on weekends. May occasionally work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances. Position reports to the Executive Director, who reports to the Board of Directors.

Compensation:

Part-Time, hourly pay with flexible schedule. Compensation commensurate on experience.