Office Manager with Environmental NonProfit
The Center for Creative Land Recycling (CCLR)

This is a part-time, mostly remote staff position for a candidate located in the East Bay Area, CA.

Position Overview
CCLR is seeking a part-time staff position of Office Manager to manage a portfolio of administrative responsibilities that will advance the organization’s work around land recycling and environmental justice. CCLR is growing and this is an essential role. The ideal candidate takes satisfaction in getting results in a fast-paced environment and is able to handle complex competing priorities. The Office Manager will work closely with everyone on the CCLR team and with vendors and stakeholders. The ideal candidate will be a solution-based thinker, independent worker and ready to succeed in non-profit administration. CCLR prioritizes a supportive team culture and we will work to establish a schedule that serves both the role and the employee.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

The Office Manager is the backbone of CCLR, performing a range of tasks essential to the effective functioning and coordination of the organization. These tasks include but are not limited to:

Administration: Organize weekly staff meetings and take notes; set up calendar invitations and take notes for meetings with stakeholders; manage and improve upon virtual office infrastructure; maintain office equipment and organization of software and hardware; support staff in using virtual financial tools or completing expense reports; organize files in Google Drive; post job announcements and process application for new hires; route communication from CCLR’s phone line and email inbox; pick up mail and make bank deposits; provide information on checks received and other correspondence with ED and controller; order promotional materials; access the storage unit.

Program and Event Support: Evaluate venue spaces and catering for in-person events; arrange travel for staff; schedule conference and webinar planning meetings; format powerpoint presentations for webinars and in-person events; support the Program Associates in backend webinar logistics and in-person events.

Board of Directors: Assist in compiling materials for monthly board meetings and taking notes at these meetings; create calendar invitations and send correspondence.

Salesforce: Help track and record activities and campaigns in our SalesForce Database. Enter important information regarding contacts and organizations related to CCLR, and help maintain our Technical Assistance tracking system in Salesforce. Create program dashboards based on Salesforce data.
Location: The candidate will join CCLR’s team working in the California East Bay Area. While primarily remote, there is an option to meet with the team in-person as needed. Candidates must have regular access to the technology needed to execute the role. The candidate will be required to pick up the mail in Berkeley weekly and go to the bank in Oakland.

The ideal candidate will have the following experience and qualifications:

Qualifications:

- At least three years’ work experience in an administrative role, preferably with a non-profit.
- Strong organizational, problem-solving skills and attention to detail.
- Excellent writing and oral communications.
- Experience with GSuite, Adobe Suite, Microsoft Office (particularly Excel, Word, and PowerPoint) and Salesforce required. Experience with SurveyMonkey and MailChimp is a plus.
- Ability to demonstrate effective skills in time management, decision making, problem solving, and teamwork.
- Knowledge of land reuse and environmental justice is a plus.

Physical Demands:
The employee is frequently required to sit and use a computer. The employee is occasionally required to stand and must occasionally lift and/or move up to 25 pounds.

Salary: $30-35 depending on experience.

Part Time: This position is part-time and the employee will receive paid vacation and sick leave, and IRA retirement savings account with employer match. This position requires between 16-20 hours per week. There is the possibility of transitioning into a full-time position.

TO APPLY please send a cover letter, resume and list of references to info@cclr.org with your name and “Office Manager” in the subject line. Your application will not be considered without a cover letter.

About the Organization
The Center for Creative Land Recycling (CCLR or "see clear"), is the oldest national non-profit organization pioneering brownfield and infill development to promote human and environmental health and economic revitalization. Our mission is to advance communities’ sustainable and equitable reuse of underutilized and environmentally distressed properties, commonly called "brownfields." Through outreach, training, and technical assistance, CCLR offers communities tools to turn brownfield properties into community assets like housing and open space. We are a small but mighty group that engages stakeholders from all sectors in creative partnerships to promote collaboration and innovation in sustainable development.

We seek talented and qualified individuals regardless of age, ancestry, color, creed, ethnicity, gender identity, marital status, military obligations, national origins, physical abilities, race, religion, socio-economic status, sexual orientation and veteran status.