

## **JOB DESCRIPTION**

Title: Office Manager  
Salary: \$22–\$26 per hour, depending on experience  
Status: Non-exempt, full-time  
Location: Lee Vining, CA  
Supervised by: Operations & Philanthropy Director

The Office Manager position organizes the staff to help achieve the Mono Lake Committee's goals for Mono Lake protection, restoration, education, and science. The position manages a key intersection of communication and coordination between staff, office, Mono Basin Field Station, and education program resources. Working closely with the Operations Director and Executive Director, the Office Manager is the central hub connecting the Committee's varied programs and staff. The Office Manager actively plans, communicates, schedules, and coordinates Committee resources to ensure successful organization operations and sustain the Committee's positive workplace environment.

Due to the job's complexity, the person hired for this position will begin as the Office Coordinator to allow training time. After training and performance review, the position will advance to Office Manager qualification.

### **Primary Responsibilities:**

- Operate, maintain, and implement systems that facilitate and support successful Committee operations. These include:
  - Prepare weekly staffing schedule for Information Center & Bookstore, education programs, and special activities
  - Coordinate weekly staff meetings
  - Proactively organize and schedule monthly and annual staffing needs
- Support the seasonal staff team (approx. 12 employees) in collaboration with the Education Director, Operations Director, and Information Center & Bookstore Manager.
  - Serve as primary office contact for seasonal staff
  - Field questions and facilitate communications with other staff members and direct to appropriate supervisor when needed
  - Organize weekly seasonal staff meetings and regular individual check ins
  - Communicate back to permanent staff about how the seasonal staff is doing at the weekly Program Planning meetings
- Oversee scheduling and operation of the Mono Basin Field Station (researcher housing) and staff housing, including:
  - Coordinating reservations and arrivals of researchers staying at the Field Station
  - Maintaining documentation and billing for all Field Station uses
  - Coordinating with the Facilities Superintendent for maintenance issues
- Oversee maintenance and scheduling for Mono Lake Committee properties and facilities, including two office buildings, Mono Basin Field Station, staff housing, vehicle fleet, research boat, and canoe fleet. Tasks include:
  - Scheduling use of facilities and managing leases and documentation
  - Identifying maintenance issues and coordinating with the Facilities Superintendent or outside contractors to resolve
  - Working with the Operations Director on insurance, safety, and other facilities programs
  - Oversee clean and well-kept appearance of offices, bookstore, and grounds
- Support the multi-partner Mono Lake Volunteer program.
- Work with the Operations Director to facilitate team well-being, including:

- Help foster an office culture of collegiality, friendliness, respect, and enthusiasm
- Support staff members and the cohesiveness of the team by encouraging teamwork and good communication, and by helping resolve conflicts when they arise
- Planning semi-annual staff retreats and holiday party
- Organizing staff field trips and get-togethers
- Support special event teams through scheduling, permitting, and insurance. Lead-coordinate some event teams.
- Regularly assist Committee members and the public with inquiries, answer the office phone, and staff counter shifts in the Information Center & Bookstore.
- Other projects and tasks as assigned.

**Qualifications:**

- Bachelor's degree or equivalent professional experience.
- Ability to communicate with and encourage staff working in diverse programs with diverse skills.
- Excellent ability to prioritize, organize, and juggle multiple tasks and deadlines.
- Excellent communication skills, both written and interpersonal.
- Experience managing properties.
- Strong organizational and time management skills.
- High level of motivation and initiative.
- Experience with achieving success as a team player in a collaborative environment.
- Familiarity with the Mono Lake Committee and familiarity with the Eastern Sierra.
- Proficient with Microsoft Office and Google products.
- Commitment to the mission of the Mono Lake Committee.

**Requirements:**

- Ability to flexibly adjust schedule when needed.
- A valid driver's license and good driving record.
- Must pass a background check to confirm no criminal violations relevant to working with youth.
- Work on-site at the Mono Lake Committee office, though occasional remote workdays during the winter may be possible.
- Ability to lift 40 pounds.

**Benefits:**

- Medical and dental insurance.
- SIMPLE IRA retirement plan eligibility after six months.
- Sick time, holiday time.
- Vacation time beginning at two weeks/year.

The Mono Lake Committee values a diverse, inclusive, and equitable workplace where all employees and volunteers feel respected and appreciated. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all our departments.

**To apply:**

To apply, send a cover letter, resume, and references to Anna Christensen, Operations & Philanthropy Director, Mono Lake Committee, P.O. Box 29, Lee Vining, CA 93541. For more information, contact Anna at (760) 647-6595 or [anna@monolake.org](mailto:anna@monolake.org).