



**POSITION:** Office Manager  
**DEPARTMENT:** Friends of Beaver Creek Reserve  
**REPORTS TO:** Executive Director  
**DIRECTION EXERCISED:** Office Assistants, Custodian, Staff Astronomers

### **POSITION SUMMARY:**

Under supervision of the Beaver Creek Reserve Executive Director, this position provides clerical support for Beaver Creek Reserve, including scheduling, typing, filing and greeting visitors and responding to inquiries. Ability to operate office equipment and register. Provides direction and support for office assistants, custodian, staff astronomers, & volunteers.

### **ESSENTIAL FUNCTIONS (Illustrative only):**

- Reservation and Program Responsibilities:
  - Registration set-up and maintenance in registration software
  - Maintain usage, record invoices and deposits for all reservations
  - Facilities reservation process from selection to billing
  - Manage reservation website system and develop efficiencies
  - On-Site Event Registration
  - Provide Information on programs to public
- Organize reports for board meetings and retain files
- Meet with Health Inspector and ensure compliance
- Organize permanent staff for on call weekends and cover 5-6 weekends
- Prepare reports, correspondence and billing information
- Familiarity of Microsoft Office programs, Google Suite, POS System, Database Management.
- Sorts and distributes mail
- Responsible for office supplies and equipment including ordering and maintaining
- Manage door locks and security system, cameras, and other security functions at BCR along with the Caretaker.
- Administers general email account
- Responsible for opening and closing Nature Center M-F 9am-4pm
- Manage, hire & train Office Assistants & volunteers
- Schedule staff and volunteers to cover shifts at the Nature Center front desk
- Provide training for remote access, Zoom, database, as well as basic IT for all BCR staff.
- Perform other duties as assigned

### **WORK ENVIRONMENT:**

- Work is largely sedentary in an office setting with occasionally walking and standing

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to perform detailed work accurately within time limits and with minimal supervision
- Ability to handle multiple tasks simultaneously
- Ability to communicate effectively both orally and in writing
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships with other employees and the general public
- Ability to proficiently operate standard office equipment including, but not limited to: copiers, telephone, and personal computer, Cash Register POS System
- Must be able to work the allocated hours of the position

**DESIRED QUALIFICATIONS:**

- Associates Degree with 3-5 years of experience in the field or related area.
- Typing skills of 60 w.p.m.
- Occasional lifting of up to 40 lbs.

**HOURS:**

- 35 hours a week, can include weekends

***NOTE:** Appointment will be conditional upon successful completion of a criminal background check.*

**TO APPLY:**

Application Deadline is Insert Date. Please submit your resume, cover letter, and three references to [kirsten@beavercreekreserve.org](mailto:kirsten@beavercreekreserve.org) or mail to

Beaver Creek Reserve  
Attn: Kirsten Holmes  
S1 County Rd K  
Fall Creek, WI 54742

No Phone Calls