

PlantAmnesty ▲▲▲

PlantAmnesty is hiring an Office Manager!

We offer a fun workplace with flexible hours and many learning opportunities.

PlantAmnesty is a welcoming and dynamic group of tree huggers who are dedicated to teaching the public how to properly prune plants and saving and caring for trees through education and outreach. Our small group of paid staff supports a large volunteer base. We believe that we can use education to end the senseless torture and death of trees caused by malpruning. We offer a fun workplace with flexible part time hours and offer a great place to learn about trees and the community.

Position

The Office Manager runs the office. This includes answering phones and emails, managing databases, and upkeeping the website. Our Office Manager is the first person with whom the public interacts. Proficiency with WordPress, Microsoft Office, and Google Suites, along with an upbeat and fun can-do attitude is required. While not required, basic horticulture knowledge is very helpful.

Starting pay is \$20 per hour for 20 - 25 hours per week on average.

Responsibilities

- Manage mail, email, and telephone inquiries - directing them where needed.
- Maintain office in functioning condition
- Maintain and update WordPress based website.
- Maintain donor database, manage membership registrations & renewals.
- Assist Programs Manager in maintaining Master Pruner database and facilitate registration for Master Pruner classes and workshops.
- Maintain and update electronic files and update cloud-based data.
- Maintain and facilitate our Referral service. Screen potential new arborists and gardeners and communicate with all Referral Service arborists and gardeners on a regular basis. Manage Referral Service accounts and receivables in conjunction with our Bookkeeper.
- Provide data, articles, and references quarterly to the newsletter team.
- Prepare and distribute monthly and yearly summaries to The Board of Directors. Assist the Board of Directors in organizing a yearly retreat. Provide office support to the volunteer committees.

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Location

PlantAmnesty's offices are located in Magnuson Park. We share a floor with other non-profits and City Parks teams. The Magnuson Park location is accessible by public transit and has many amenities nearby. At this time, much of the work can be done remotely. A laptop will be provided.

Why Should You Apply?

- You want to help an awesome nonprofit.
- You want to share your horticulture knowledge.
- You want to work with a great fun group of people.
- You would like a chance to expand your plant + pruning knowledge and meet like-minded folks.
- You would like to enjoy flexible hours and work-from-home capabilities.

Complete job description here:

<https://www.plantamnesty.org/job-opportunities/>

We look forward to hearing from you! Please send a letter of interest and your resume to us at info@plantamnesty.org