



Office Manager

Summary

The Office Manager is an integral extension of KWE's business office and is a leader for our seasonal administrative staff. They are the first point of contact for clients, vendors, and inquiries flowing through the main office and provide administrative support primarily for the business office and across departments as needed.

Mission

Kieve Wavus Education empowers people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

Qualifications

Bachelor's Degree preferred and significant administrative experience. Organized, detail-oriented, and capable of completing a variety of tasks. A proactive and thoughtful collaborator who can identify issues and contribute to solving those problems. Efficient and adept at utilizing a wide variety of databases and able to learn and implement new systems. Can maintain the highest level of confidentiality.

Responsible to: Associate Business & Human Resources Director

Primary Responsibilities

Administrative Support | Serve as the first person to greet all guests, clients, employees, and vendors at the Kieve or Wavus offices. Ensure people get to the right department and promote a professional environment in our administrative spaces. Work in tandem with the business office to collaborate with the needs of department directors, coordinating and collaborating with all part-time administrative staff. School year will primarily be at Kieve campus and summer will primarily be at Wavus, with flexibility to be at either site depending on skill sets of part-time staff. Work as the extension of the business office when at Wavus, managing petty cash, and all tasks as directed. Ensure all office supplies and devices are inventoried, ordered, and stocked across campuses, supporting employees as needed and working closely with the business office to oversee all mail processing and signing for packages.

Advancement & Communications | Support projects as needed ranging from campaign research and database management to processing and maintaining all media, improving accessibility to archives. Help with copy editing on major publications, including the Annuals and newsletters, and other messages as needed.

Summer Camp | Ensure that the Wavus Director and the Wavus Registrar & Coordinator have space and the ability to prioritize camp leadership and stakeholders. Support all camp administrative tasks and proactively collaborate to support Kieve and Wavus behind the scenes operations. Support all luggage logistics and processes and the operation of the camp store.

Support of the Organization

Kieve Wavus Education is an educational nonprofit that requires a highly dedicated team to function. Each employee should understand our mission and be ready to do work not specific to their job description in order to fulfill it.