

Idaho Organization of Resource Councils

Job Announcement

Office Manager

About the Position

Idaho Organization of Resource Councils (IORC) is looking for an office manager interested in helping us continue our work as a leading grassroots organization. The Office Manager is responsible for the day-to-day operations of the office, ensuring efficient and effective operations and coordinating all issues affecting the daily operations of the office. The Office Manager also coordinates all travel and meeting logistics for IORC staff and events and provides support to the staff on various tasks.

The ideal candidate is willing to learn new skills and take on new roles and responsibilities as needed and must be able to reliably commute to Boise or the surrounding areas as required.

IORC is committed to staff diversity and cultivating, and preserving a work environment that is built on the premise of equity. We welcome people of all backgrounds and abilities to apply. For more information about IORC and to view our equity statement visit our website at www.iorcinfo.org.

Specific Responsibilities

- Conduct and manage all aspects of day-to-day bookkeeping including processing income, including writing income receipts, entering information into the database, making deposits, processing accounts payable
- Process incoming donations and ensure that donations are accurately recorded and thanked
- Maintain IORC's database and provide reports as requested (including membership, donors, and contact lists)
- Work closely with IORC's accountants to ensure income and expenses are coded correctly, and updates to payroll are processed
- Serve on staff and financial committees and meetings as assigned (and take meeting notes as needed)
- Participate in IORC meetings and events
- Work with staff to implement special fundraising opportunities and events
- Arrange travel and lodging for staff as requested
- Help post job announcements for position openings, circulate applications to appropriate staff, and schedule interviews
- Take on additional assignments when other staff persons are absent and as requested

Necessary Qualifications

- Work experience as an administrative manager, assistant, or similar role.
- Familiarity with various computer software programs (Database, Zoom, Microsoft Office, Google Suite, Quickbooks)
- Strong administrative and organizational skills
- Demonstrated ability to multitask, work independently, and with teams
- Attention to detail, ability to stay organized, and willingness to prioritize certain projects as needed
- Familiarity with and commitment to grassroots organizing and IORC's mission and work

Salary and Benefits

The position will pay \$20 an hour, and will be part-time (15-20 hours a week). We offer a flexible schedule. Hybrid and/or remote work is an option, Paid time off is offered based on hours worked.

How To Apply

To apply, resumés should be emailed to Admin@iorcinfo.org with “Office Manager” in the subject line. We will review applications on a rolling basis, but priority will be given to applications received before April 1st. The positions will remain open until filled.