



## JOB OPPORTUNITY: Office Manager

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The Bainbridge Island Land Trust seeks an energetic and organized individual to join our team to lead the administrative and operations functions in support of our mission to *conserve and steward the diverse natural environments of Bainbridge Island for the benefit of all.*

Bainbridge Island lies at the heart of the Puget Sound ecosystem – a region with significant ecological diversity, exceptional beauty, and abundant wildlife. In an area with growing population and development pressures, Bainbridge Island is a place where wildlife habitat, freshwater streams, open spaces, and shorelines form a mosaic of ecological systems where natural diversity and people continue to thrive. For over three decades, the Bainbridge Island Land Trust has played a vital role in conserving areas of ecological significance. The Land Trust’s work to protect and restore Bainbridge lands and waters is done to honor past generations, preserve a legacy for future generations, and build a network of protected lands resilient to a changing climate. The Bainbridge Island Land Trust is committed to supporting diversity, equity and inclusion and finding opportunities for all employees to succeed.

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The Bainbridge Island Land Trust’s Office Manager reports to the Executive Director and is responsible for managing the Land Trust office to ensure an effective, organized, and smooth functioning work environment. In addition, this central role provides support to the organization’s Board of Directors and all staff. This position provides an opportunity for a detail-oriented, self-starting, and organized individual to serve an essential role within the Bainbridge Island Land Trust. The successful applicant will be personable, highly organized, and able to work independently in addition to being part of a staff, board, and volunteer team.

### PRIMARY RESPONSIBILITIES:

- Maintain all office systems, supplies, and equipment and track and negotiate related contracts and agreements. Purchase office equipment and supplies.
- Maintain and manage all Land Trust held insurance policies, including employee health insurance.

- Ensure the Land Trust is in compliance with required government registrations and filings (e.g., property tax exemptions and filings, business licenses).
- Serve as the lead contact with the IT contractor to ensure all technology systems are updated and operating smoothly.
- Assist organization with the screening, hiring, and onboarding of new employees and interns.
- Answer phones and greet office visitors. Functions many times as first point of contact with the public and serves as a key source of information for those making inquiries of the Land Trust.
- Process incoming and outgoing mail daily, including delivery and collection of mail to and from the post office.
- Oversee general filing system including off-site storage.
- Draft and communicate office-specific policies and procedures and provide support to staff, Board, and committees to adhere to these policies and procedures.
- Assist with the coordination of office events and staff, Board, and Committee meetings.
- Organize and upload Board packet materials to online portal. Attend monthly Board of Directors meetings and responsible for taking written minutes. Maintain master Board of Directors minutes and resolution files.
- Engage with fundraising and conservation staff to stay current on conservation projects, strategies, and messaging.

#### QUALIFICATIONS:

- A commitment to conservation.
- Bachelor's degree and two years of experience or equivalent combination.
- Proficient in Microsoft Office applications, computer operations, troubleshooting technology issues, and comfortable with communicating on various technology platforms, and database management.
- Strong organizational skills and attention to detail.
- Excellent communication skills and the ability to manage multiple projects at any given time.
- Must be able to manage confidential information with discretion and integrity.
- Experience building relationships with staff, volunteers, supporters, or similar.

- Experience in writing, editing, and proofreading.
- Experience with events.

Position requires occasional (rare) evening and weekend work and the physical ability to pick up and move materials weighing up to 30 pounds. A valid driver's license and background check are required.

The position is based out of the Land Trust office on Bainbridge Island.

This is a full-time hourly position and includes benefits. Salary commensurate with experience. Salary range \$48,000-\$56,000.

The position is open until filled.

TO APPLY

Please send cover letter and resume to:

Kate Kelly

[kate@bi-landtrust.org](mailto:kate@bi-landtrust.org)

*The Bainbridge Island Land Trust is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other class protected by applicable federal, state, and local laws.*