

POSITION DESCRIPTION

Operations Assistant



**Northern
Forest Center**
Thriving Communities
& Healthy Forests

The Northern Forest Center (the Center), founded in 1997, is an entrepreneurial nonprofit organization with a mission to create economic opportunity and community vitality from healthy working forests in Maine, New Hampshire, Vermont and New York. We rally people around a vision for the region's future that is built on three essential ingredients: thriving communities, healthy forests, and resilient local economies. The Center's programs advance innovative strategies in community revitalization, modern wood heat, wood products manufacturing, community owned forests, tourism development, tax credit financing and regional strategy. Please visit our website, www.northernforest.org, for more information.

The Center seeks an Operations Assistant to provide administrative support to the team for all general office duties in our Concord, NH office. The ideal candidate will bring self-initiative, excellent attention to detail, multi-tasking abilities, a positive, can-do attitude, and a proven ability to provide administrative support in a fast-paced and dynamic office environment. If you are looking for a dynamic, productive, fun and flexible workplace, please consider joining our team.

Title: Operations Assistant

Reports to: Director of Operations

Supervises: No supervisory responsibilities

Job type: Part-time

Responsibilities

The Operations Assistant will support program, management and operations teams to deliver on the Center's mission by contributing in the following manner:

- General administrative support – meeting scheduling and preparation, committee scheduling, board meeting preparation support, program update compilation and other tasks as needed
- Assist program managers with logistics for meeting and other program delivery including scheduling, planning and material preparations.
- Assistance with special projects
- Program data collection and compilation
- Research for projects, programs, operations, IT
- Data input as needed
- Assistance with general office duties such as supply ordering & management, machine maintenance, electronic & paper filing, file clean-up, scanning etc.
- Other related duties as assigned

Qualifications

- Excellent attention to organization, detail and accuracy
- Ability to manage time sensitive projects while multi-tasking daily duties and requests
- Proficiency with Microsoft Office365 Suite (Outlook, Word, Excel, SharePoint)
- Knowledge of Salesforce and Mailchimp a plus
- A positive, can-do attitude
- Strong oral and written communication skills and the ability to work in an open office setting
- Experience dealing with senior management or executives in an administrative capacity with adaptability to a fluid, fast-paced team environment
- Two-year college degree or professional certification in related field or equivalent experience/training

Compensation

The Operations Assistant is a part-time position (20 hours per week) with an hourly rate commensurate with experience.

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply

The initial application deadline is June 4, 2018. Position will remain open until filled. Please submit a cover letter and resume detailing your interest and qualifications to resume@northernforest.org with the subject line "Operations Assistant Application." No calls, please.

The Northern Forest Center is proud to maintain employment practices based upon individual qualification, merits, and achievements. All decisions to recruit, hire, promote, and release from employment are made without discriminating according to race, color, religion, national origin, gender, sexual orientation, age, marital status, political beliefs or disability.