



fishtrap.org
541-426-3623

Fishtrap Office Administrator

Job Description

February 2024
PART-TIME

Reporting to the Executive Director, the Office Administrator provides administrative support for all Fishtrap operations and programs. Additionally, this position provides key customer service interactions with Fishtrap program participants, faculty, vendors, volunteers, and members of the public.

Job Duties (.5 FTE):

Maintains office services:

- Maintains office efficiency by planning and implementing office systems, record keeping, and supply management including:
 - Overseeing accurate filing systems (digital and hard copy)
 - Coordinating with Fishtrap bookkeeper to process invoices incoming and outgoing invoices
 - Providing historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records
 - Recording customer transactions into Salesforce database
 - Preparing office and event supply orders
- Manages relationships with vendors and service providers
- Processes mail
- Staffs the office during posted office hours

Bowlby Building maintenance and management:

- Ensures that the office, kitchen, bathrooms, and event space is clean and orderly:
 - Regularly checks and tidies up public spaces
 - Takes out trash and recycling
 - Oversees housekeeping and snow removal contractors,
 - Tracks maintenance and repair needs
- Manages Bowlby Building reservation calendar
- Manages relationships and reservations with outside organizations
 - Arranges building walk-throughs with partners

- Ensures access and security procedures are understood
- Manages event and merchandise displays
- Coordinates set up and tear down of event space before and after each program or event
- Maintains a safe and secure working environment

Program administration:

- Oversees customer service tables at Summer Fishtrap, Winter Fishtrap, and The Big Read, and other Fishtrap events as assigned
- Provides production support at Fishtrap events as assigned
- Makes travel arrangements for visiting artists and faculty
- Proofs and maintains contracts
- Maintains tax information for contractors

Additional Duties:

- Attends all staff meetings, program meetings, and weekly 1-1 meetings
- Assists with mailings, special events, and record keeping
- Special projects as assigned by the Executive Director



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Job Posting

Are you someone who loves words? Are you detail oriented, love people, and like to work with creative folks? Do you want a job that gives you the chance to meet amazing writers, readers, and thinkers from around Wallowa County, the West, and beyond? We might just have the job for you.

Fishtrap is looking for a customer-focused, detail oriented, creative and collaborative individual to join us as our Office Administrator.

20-25 hours per week; some event work on evenings and weekends required

\$18-22 per hour

120 hours of PTO after 90-day probation period; additional paid holidays including the week between Christmas and New Year's Day

Responsibilities include:

Office and Administrative Support:

- Maintains accurate and current filing systems (digital and hard copy)
- Processes mail, incoming and outgoing invoices
- Prepares office and event supply orders
- Manages relationships with vendors and service providers
- Staffs the office during posted business hours

Bowlby Building Management

- Manages Bowlby Building Reservation calendar; manages relationships and reservations with outside organizations
- Manages all event and merchandise displays
- Responsible for daily upkeep and cleanliness of the event and office spaces
- Coordinates set up and tear down of event space before and after each program or event

Program Administrative Support

- Oversees customer service table and volunteers at Summer Fishtrap, Winter Fishtrap, and The Big Read, and other Fishtrap events as assigned
- Provides production support for all Fishtrap events

EXPERIENCE

Required:

- Minimum two years experience working in Customer Service
- Basic understanding of CRM or other database systems
- Demonstrated knowledge and comfort working in Google Apps including Docs, Sheets, Forms, Email, Calendar, and Drive
- This is NOT a remote position. Applicants must live in Wallowa County and be willing to work in our office.

Preferred:

- Nonprofit experience
- Experience working with volunteers
- Knowledge of literary arts, Fishtrap programs, Wallowa County

Click here to view a full job description. To apply, send a cover letter and resume to shannon@fishtrap.org.