

JOB TITLE: Office & Special Projects Coordinator
POSITION TYPE: Part-time (20-30 hours a week)
SALARY \$15/hour

Small nonprofit organization seeks a part-time employee to manage office and provide administration assistance. The ideal candidate is highly organized, task-oriented and a self-starter. Comfort with communications, technology and events is a must.

TO APPLY:

Please submit a resume and cover letter via email to Katie Wright by Friday, January 27th: Katie@theparkcityfoundation.org

QUESTIONS:

Contact Katie Wright: 435-214-7476 or katie@theparkcityfoundation.org.

JOB DUTIES & RESPONSIBILITIES

- **Data Management:** Oversee upkeep of our contacts and daily transactions including grant management, invoice and payment processing, donor acknowledgements and more.
- **Vendor Management:** Manage purchasing and vendors to ensure smooth business transactions and cost-efficient services.
- **Project Management:** Assist Programs Manager with ongoing projects, as well as manage projects independently, including Community Pass program: liaison with resorts and donors to maintain a ski and golf pass program including creating brochures, passes, etc.
- **Event Coordination:** Organize and coordinate meetings and small-scale events, including material preparation, facility coordination and more for board meetings, donor cultivation and education events.

REQUIRED EDUCATION, SKILLS & EXPERIENCE

- Previous administrative experience a must
- Highly organized, task-oriented and independent worker.
- Technology proficiency including setting up and maintaining software and hardware systems.
- Computer proficiency including Microsoft Word, Excel and PowerPoint required, Adobe Acrobat and Photoshop a plus.
- Previous events experience a plus.
- Previous bookkeeping experience a plus.