



Office Manager

Full-time

Reports to: Managing Director

Location: Hartford, CT

Salary range: \$35,000-\$45,000

To apply: submit a résumé and cover letter to apply@ctlc.org

Description

CTLCV has an immediate opening for an Office Manager. The Office Manager will work on a variety of functions keeping the League organized and productive on a day-to-day basis.

Candidates are expected to uphold our value and commitment to diversity in our movement and organization, integrating justice and equity into the work we do and ensuring an inclusive organizational culture. The ideal candidate for this position has strong interpersonal skills and can help foster success and happiness of the CTLCV team.

Responsibilities

Responsibilities for Office Manager

- Oversee and support all administrative duties in the office.
- Manage the legal filings of the organization in a timely manner.
- Track office supplies inventory and place orders as necessary
- Perform receptionist duties: greet visitors, and answer and direct phone calls/emails
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Develop office policies and procedures, and ensure they are implemented appropriately
- Assist with office layout planning and office moves
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
- In coordination with Managing Director, work with Bookkeeper and Development Director to prepare financial reports, and budgets; process donations and pay bills; other administrative duties as needed
- Support the work of the the Managing Director relating to human resources including management of all internal communications
- Coordinate staff preparation and logistics for board meetings
- Identify best practices and improve internal systems including management of electronic and office filing systems with an eye toward future needs and budget realities

- Manage IT needs for the office; coordinating with vendors and support teams as necessary
- Onboard, manage, and direct interns as needed
- Serve as backup for technological aspects of Communications Coordinator position
- Scheduling meetings, preparing agendas, and taking meeting notes.

Skills & Qualifications

- 2+ years in an office and/or leadership role in a non-profit organization or related work environment.
- Demonstrated ability to work within and across diverse teams.
- Strong written communication skills required.
- Self starter, efficient and strong track record of delivering projects on time.
- Organized approach and willingness to jump in and juggle multiple projects and priorities.
- Ability to keep staff on track by creating, maintaining, and following timelines for a variety of projects.
- Experience with financial reports and a strong financial acumen.
- Google suite experience.
- Experience with data management, previous use of “Every Action” or NGPVAN software helpful.

About CTLCV

The Connecticut League of Conservation Voters (CTLCV) believes our earth is worth fighting for because everyone has a right to clean air, water, and a safe, healthy community. To ensure those rights are protected, we help people use their power to shape policy, hold politicians accountable, and influence elections.

For more than 20 years, CTLCV has grown into a potent political force for protecting our state’s environment. We are a statewide nonprofit connected to a powerful national movement with over 30 state affiliates and grassroots organizing programs across the country. CTLCV is committed to an equitable transition to a clean energy economy and to developing diverse partnerships to fight climate change and reach our environmental justice goals.

As a legislative watchdog, CTLCV works with environmental groups across CT to identify and highlight important environmental bills. We keep lawmakers informed about the latest issues, track key legislation, hold lawmakers accountable in our annual Scorecard, and elect candidates willing to fight for clean air, clean water, and climate action.

CTLCV is an equal opportunity employer committed to working toward a just and inclusive environmental movement and seeks to hire staff and contractors that reflect the diverse communities and perspectives that represent Connecticut. We are a growing organization that offers an array of job experience with opportunity for advancement.