



Position: Office Manager

Status: At-will, part-time (approximately 20-30 hours/week), non-exempt

Reports to: Executive Director

Organization Summary: Hartley Nature Center (HNC) is a non-profit environmental learning center located within the 600+ acre Hartley Park in Duluth, Minnesota. HNC's mission is to inspire lifelong connections with nature through education, play, and exploration. Governed by a board of directors, HNC has a talented staff and many community volunteers. HNC provides programs for thousands of people each year, and operates from a nature center building in Hartley Park, a city-owned park with diverse habitats and recreational trails. The nature center building provides classrooms, exhibit areas, offices and storage areas to support and enhance HNC programs.

Office Manager Summary: The Office Manager supports Hartley Nature Center's (HNC) mission delivery by managing membership and program databases, maintaining organizational records, processing incoming payments/donations, answering phones, directing calls, updating program reports, assisting with program registrations and special events, among other duties.

Position Details:

Part-time, roughly 20-30 hours/week

Pay Range: \$13-15/hour, depending on qualifications

Benefits: Paid holidays, paid sick leave, program discounts

Application Procedure:

Submit the following:

Cover letter

Resume

Names of three references and contact information

Email your application to:

Tom O'Rourke

Executive Director

director@hartleynature.org

No phone inquiries, please.

