



<b>Job Title:</b>	Office Manager	<b>Job Category:</b>	Nonprofit
<b>Reports to:</b>	CEO	<b>Travel Required:</b>	Min. Travel Required
<b>Level/Salary Range:</b>	Commensurate with experience	<b>Position Type:</b>	Full time, Salary
<b>Contact:</b>	info@nwatrailblazers.com	<b>Date Posted:</b>	July 26, 2021
<b>Posting URL:</b>	nwatrailblazers.com and bikenwa.org	<b>Posting Expires:</b>	Until filled

**About Us**

NWA Trailblazers and BikeNWA are two 501(c) (3) non-profits that merged at the beginning of 2021. In September of 2021 the new brand and mission will be unveiled to the public and until then the organizations are operating publicly as two-outward facing organizations.

NWA Trailblazers has been working to develop multi-use and soft surface trails for nearly two decades. The Trailblazers specialize and excel at building quality soft-surface and paved trails and trail projects in a much quicker time frame than standard by utilizing qualified designers/contractors within their organization. In the past 15 years, the Trailblazers have built over 400 miles of paved and soft surface trails and continue to be the industry leader in trail development.

BikeNWA has been the region’s bicycle and pedestrian advocacy organization for over two decades working to create a more bike-friendly community by advocating for safe, connected bicycle and pedestrian infrastructure; supporting programs and events that foster a thriving, fun cycling culture; and ensuring that diverse constituencies have a voice in the development of new policies and infrastructure.

**JOB DESCRIPTION:**

The Office Manager provides administrative and operational support by handling complex tasks and assisting with various projects based on immediate needs. The Office Manager is required to maintain confidentiality and conduct themselves in a professional manner.

**COMPENSATION & BENEFITS:**

Salary is commensurate with experience. Benefits are competitive and include health/dental/vision coverage (employer pays 75% of premium), paid time off, retirement, and wellness benefit.

**LOCATION:**

1000 SE 5<sup>th</sup> ST Suite E. Bentonville, AR 72712 (Downtown Bentonville)

**QUALIFICATIONS:**

The Office Manager must have excellent interpersonal, communications, and technical skills. The role requires initiative and decisiveness combined with flexibility and a capacity to give and receive feedback



graciously. The ideal candidate will be a collaborative colleague who can work effectively in a small and dynamic office.

- Bachelor's degree or equivalent experience in business management
- Minimum of 3 years (5 years preferable) work experience, preferably in an administrative role requiring interaction with both internal and external parties
- Excellent written and oral communication skills, attention to detail, demonstrated capacity to meet deadlines, and a commitment to customer service
- Proficient in Microsoft Office, G Suite, Adobe PDF
- Proven organizational and time-management skills and solution oriented
- Ability to work independently and as part of a team; able to shift gears quickly, efficiently, and frequently
- Intellectual agility and the ability to analyze, think critically, and understand emerging issues that are directly relevant to program funding areas
- Valid driver's license, proof of insurability

**Job Duties:**

- Provide administrative office support with an emphasis on organizational, time-management, and communication skills
- Manage and maintain office schedule and calendar by planning meetings, conferences, teleconferences, and travel, while exercising discretion in committing team members' time
- Draft letters, documents, and agendas, and collect and analyze information
- Answer office phone and respond to general inquiry emails and other types of correspondence
- Support project directors and managers as needed, included but not limited to:
  - Marketing Director by assisting with updating website content, gathering internal team project updates, and drafting communications
  - Development Director by help to maintain donor database, thank you cards, and other correspondence as needed
  - Project Managers in preparing contracts and MOU's, assisting with logistics around meetings and events, etc.
- Ensure compliance with insurance procedures for subcontractors:
  - Maintain local consultants/contractors up to date insurance list for all current projects.
  - Requests insurance prior to policy expiration and follows up to get it.
  - Maintains electronic records files with copies of all current contractor insurance.
- Take notes and minutes during meetings (internal/board meetings and external public meetings) and compile/organize notes for future reference
- Manage inventory of organization as well as order office supplies, manage software licenses and accounts, and other equipment as needed
- Mail out correspondence, flyers, and as needed to fulfill product orders from website
- Run errands such as filing permits, checking office mail Box, mailing items at post office
- Other duties as assigned

**PHYSICAL DEMANDS:**



While performing the duties of this job, the Office Manager is regularly required to stand; reach with hands and arms; use hands to finger, handle, or feel objects and/or controls; move/carry files; and sit, walk, talk, and hear. The Office Manager must occasionally lift and/or move up to 25 lbs.

Specific vision abilities required to fulfill the duties of this job include close vision, the ability to perceive color, and the ability to adjust focus in order to handle extensive data collection, analysis, and summary reporting. Computer work will be a part of the daily workflow and process. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**WORK ENVIRONMENT:**

The work environment is typical for this type of job, and the noise level in the work environment is normal for that of a small to mid-sized office.

**TO APPLY:**

Send a resume and cover letter to [gnida@nwatrailblazers.com](mailto:gnida@nwatrailblazers.com)

Position is open until filled.

NWA Trailblazers/BikeNWA is an equal opportunity employer.