



POSITION OPENING

Position Title: Office Manager

Salary Range: \$26.77 per hour, 0.75 FTE (30 hrs/wk) with competitive benefits

Position Summary

The Office Manager supports the Skagit Watershed Council (SWC) in the implementation of salmon and steelhead habitat recovery efforts in the Skagit and Samish watersheds. The Office Manager's work is focused on supporting Watershed Council working committees, providing administrative support for grant billing and other tasks, and managing office records and the office space. This position works closely with the Executive Director, other SWC staff, and committee chairs. It requires excellent communication and organizational skills, including the ability to work collaboratively with diverse individuals and interests.

Key Responsibilities

Meeting & Event Coordination

- Provide administrative support and coordination for SWC meetings in collaboration with meeting chairs, the Executive Director, and staff.
- Help prepare agendas, meeting packets, and other materials.
- Take and distribute meeting minutes as needed.
- Act as elections official for Council of Members meetings.
- Plan, coordinate, and manage logistics for major events including the Annual Lunch and quarterly Members meetings.
- Assist with committee and board meeting scheduling, materials preparation, and follow-up.

Membership & Communications Support

- Maintain and update membership rolls.
- Track member participation and assist with membership communications.
- Provide customer service and support to members, partners, and the public.
- Help maintain the organization's shared contact lists, email lists, and outreach materials.

Financial & Grant Administration

- Assist with billing, invoicing, and expense tracking for grants and organizational accounts.
- Support the Executive Director and other staff with budget documentation and reporting.
- Coordinate with accounting contractors/vendors on documentation and compliance.

Administrative & Office Management

- Maintain and organize office space, supplies, and equipment to ensure smooth day-to-day operations.
- Manage the organizational calendar, including scheduling meetings and events.
- Maintain organizational records (electronic and physical), ensuring accuracy, accessibility, and compliance with record-keeping policies.
- Preserve and update the history of the organization.
- Support the Executive Director with special projects as assigned.

Minimum Qualifications

- Three years of experience showing proficiency in providing administrative support for meetings and managing information and records.
- Proven success in working independently and with diverse individuals.
- Excellent verbal and written communication skills.
- Demonstrated proficiency in Microsoft Office Suite, including TEAMS.
- Valid driver's license and insured, personal vehicle.

Preferred Qualifications

- Familiarity with the Skagit Watershed and/or salmon recovery efforts in WA State.
- Basic bookkeeping skills.
- A bachelor's degree in a natural resources field.

The work location is at the organization's office at 815 Cleveland Avenue, Suite 201, Mount Vernon and at various meeting locations throughout Skagit County. Remote work is negotiable for some tasks.

SWC is an equal opportunity employer.

How to Apply

Send a resume, a letter of interest and 3 professional references that demonstrate your ability to meet or exceed the minimum qualifications by e-mail (please confirm receipt) to council@skagitwatershed.org

Closing Date: Open until filled, with review of applications on May 5th, 2026.