



Administrative Officer
Park City Conservation Association dba Recycle Utah

Position Description

The Administrative Officer is responsible for helping the General Manager oversee all of Recycle Utah's operations. While there is some potential for remote work, the Administrative Officer is expected to be present at our site for most of the work week.

The regular duties of the Administrative Officer include general communication, record keeping, operational support, and other duties as listed below. The Administrative Officer will also provide support for Board meetings and will coordinate our special events.

The Administrative Officer must be personable, creative, flexible, highly organized, and self-motivated. They must meet deadlines and multi-task with a high level of accountability and attention to detail.

Work Environment

Fast-paced, active, high-energy, busy recycling center. Shared office space in a casual environment.

Benefits

Starting pay for this position is \$21.00 per hour for a 40 hour work week. We offer competitive pay and benefits including 100% employer-paid medical insurance (employee only at 100%), a Simple IRA and 3% match, paid time off, and more.

Major Areas of Responsibility

- General office management including bank deposits and review of bills
- Processing of donations; maintenance of donor database
- Coordination of volunteers
- Operations, warehouse and front office duties as needed
- Coordination of special events

Specific Responsibilities

General Office Management:

- Respond to user inquiries by phone, email and in person
- Order office and operational supplies
- Manage cash, reconcile cash against register receipts, make bank deposits
- Organize credit card receipts and Venmo payments
- Review bills and approve for payment

Donations:

- Receive and deposit donations
- Record donations in database
- Prepare acknowledgements

Volunteer Coordination:

- Respond to volunteer inquiries
- Coordinate volunteer activities with Director of Operations
- Track volunteer hours

Special Events:

- Lead our team in organizing special events (fundraising, Hazmat, etc.)
- Organize planning meetings
- Track attendance, revenues and expenses and other event metrics

Preferred Knowledge, Skills, and Abilities

Broad knowledge and experience in environmental sustainability and community outreach

Experience in a non-profit organization and development

Excellent skills in Microsoft Office suite and social media platforms

Demonstrated ability to learn new software

Demonstrated ability to communicate effectively with diverse populations

Education and Experience

Bachelor's Degree or equivalent experience

Reporting and Other Details

The Administrative Officer reports to the General Manager. This is a full-time hourly (40 hours per week) that requires periodic evening and weekend work. Travel to offsite meetings, educational events, and outreach activities may be required. Candidates must be available and physically able to manage or assist at outreach and fundraising events. Other responsibilities may be required by the Board of Directors or General Manager to fulfill the mission and goals of Recycle Utah.

How to Apply

Interested applicants should send a short letter of interest and resume (in pdf format) to Jim Bedell, Recycle Utah General Manager at jim@recycleutah.org.