

High Rocks is a leader in transforming the lives of young people and the impact they have on their communities in West Virginia and beyond. High Rocks is an award-winning non-profit with our main offices in Hillsboro, WV.

The High Rocks team is dynamic and inspiring; team members work together to achieve great results, guide the direction of the organization, represent High Rocks in regional partnerships, tell the story of High Rocks to the world, and build relationships with funders and other partners so that we can provide our programs free-of-charge to young people in West Virginia.

High Rocks offers a generous total compensation package, including a flexible workplace policy, competitive salary, contribution toward health insurance and retirement, five weeks of paid vacation, a beautiful, dynamic, family-friendly workplace, and opportunities for professional growth. High Rocks is an equal-opportunity employer.

Please feel free to reach out to us with any questions about High Rocks or our openings by emailing tiffany@highrocks.org .

Office Manager/Bookkeeper/Administrative Assistant – High Rocks is a growing organization seeking a team member in our Business Office. Responsibilities include a range of duties, including bills and deposits, database entry, accounts receivable and payable, and financial reporting. Other duties include various office management tasks including ordering supplies, filing documents, communicating with donors, troubleshooting technology, and more.

Applicant must be organized and careful, with strong attention to detail and time management skills. This role will be a key member of the Business Office team, and will work directly with that team as well as the other staff and participants in our programs. The strength of our Business Office team lies in an unwavering commitment to excellence and honesty, a deep understanding of our programs and operations, ongoing training and development of our entire team, and strong and innovative technology, math, and business skills.

High Rocks operates our transformational programs for young people in West Virginia and beyond with a current budget of \$3+ million, supporting the work of 22 staff, 65 AmeriCorps members, 80 college students, seasonal staff, and 20 additional earning-and-learning workforce trainees via seven major programs and partnerships across the state.

Please consider applying even if you do not meet all of the qualifications but think you would be a strong fit. Training is available.

Salary: \$38,000-\$65,000, depending on education and experience. Based in Hillsboro, WV, this position is full-time, at-will, with eligibility for benefits including flexible workplace, health, vacation, and retirement, and professional development

opportunities. Final job title will reflect the selected applicant's level of responsibility and experience.

Qualifications:

- Detail-oriented and organized
- Comfort with technology
- Teamwork and communication skills
- Bookkeeping experience, a plus
- Computer skills, including Excel, QuickBooks, a plus
- Some travel required
- A background check is required since we work with vulnerable populations and Workforce WV. Must be able to pass a drug screening.

To apply: Please send a letter of interest or cover letter, resumé, and references to High Rocks, Attn: Tiffany McClure, tiffany@highrocks.org. All current High Rocks positions are viewable at www.highrocks.org/openings.

High Rocks Educational Corporation is an innovative team environment with a solid mission to educate, empower, and inspire young people in West Virginia.