

Office Manager/Administrative Assistant

High Rocks is seeking a full-time Office Manager or Administrative Assistant (depending on experience level) to serve as a receptionist, office support staff, and bookkeeper. Applicant must be organized and careful, with strong attention to detail and time management skills. Responsibilities include phones, bills and deposits, database entry, keeping paper and computer files in order, limited tech support for printers, etc, and keeping the office clean, organized, and efficient as a positive, pleasant, and welcoming work environment.

Passion for youth leadership, office experience, and interpersonal skills required. Knowledge of bookkeeping, Quickbooks, Microsoft Office programs, and/or Salesforce a plus. Ideal candidate should be able to work both collaboratively and independently and work well with a diverse group of people including staff, volunteers, constituents and partners. Competitive salary, health, retirement, vacation. Based in Hillsboro, WV. Send résumé, cover letter and references to Sarah Riley, Executive Director, sarah@highrocks.org.