



# CATAMOUNT INSTITUTE

## **Job Announcement: Part-Time Office Coordinator**

Catamount Institute is a nonprofit dedicated to connecting kids to the outdoors through engaging environmental educational programs. Over the past 28 years, we have served tens of thousands of children in the Pikes Peak Region. In 2024, we engaged 5,824 youth, and our goal for 2025 is to serve 6,000. We are seeking a part-time Office Assistant to support the Executive Director with essential administrative duties to help our team function efficiently and effectively.

### **Position Overview:**

The Part-Time Office Coordinator will provide administrative support to the Executive Director, with a focus on helping maintain donor records and entry, office facility management, , processing new hire paperwork, handling vehicle and insurance matters, and coordinating with outsourced accounting services. The ideal candidate will be organized, detail-oriented, and able to handle multiple tasks in a fast-paced nonprofit setting.

### **Key Responsibilities:**

#### **1. Development & Fundraising Support**

- Provide data entry support for fundraising and donor management, ensuring accurate and timely input into the database.
- Assist with tracking donations and preparing materials for donor stewardship.
- Help with the creation and mailing of donor thank-you letters and updates.

#### **2. Office Facility & Asset Management**

- Assist in maintaining the office space, including organizing and ordering supplies, managing office maintenance requests, and ensuring the office environment is clean and functional.
- Coordinate with vendors and contractors for any office-related services or facility needs.
- Manage the scheduling of routine maintenance and repairs for the organization's vehicles.
- Ensure insurance coverage is up to date and assist with coordinating any claims or renewals.

#### **3. New Hire Paperwork & Onboarding**

- Assist with preparing new hire paperwork, including contracts, tax forms, and benefits information.
- Ensure timely submission of new employee paperwork to relevant departments.
- Assist in setting up employee files and ensure compliance with organizational policies.

#### 4. Accounting Support & Document Filing

- Coordinate with the outsourced accountant to organize, scan, and file financial materials and help maintain accurate filing systems for all records.
- Support the preparation of documentation required for audits or financial reports.

#### Qualifications:

- **Education:** High school diploma or equivalent required; Associate's degree or higher preferred.
- **Experience:** Prior office administration experience required, preferably in a nonprofit setting.
- **Skills:** Strong organizational, data entry, and multitasking abilities. Proficiency in Microsoft Office Suite (Word, Excel, Outlook). Experience with donor databases a plus.
- **Attention to Detail:** High attention to detail and accuracy, especially for donor data and financial documents.
- **Communication:** Excellent written and verbal communication skills.
- **Technical Skills:** Experience with database management, knowledge of fundraising systems a plus.
- **Flexibility:** Ability to thrive in a dynamic, fast-paced environment with changing needs.

#### Compensation & Benefits:

- Competitive hourly salary based on experience.
- Flexible days and working hours, approximately 15-20 hours per week.
- Work with a passionate, mission-driven team.

#### Equal Opportunity:

Catamount Institute is an equal-opportunity employer, committed to diversity and inclusion in all aspects of employment and programming.

#### How to Apply:

If you are organized, detail-oriented, and passionate about supporting environmental education, we encourage you to apply! Please submit your resume and a cover letter outlining your qualifications and interest in the position and send to Maury Peterson at [peterston@catamountinstitute.org](mailto:peterston@catamountinstitute.org) by 2/28/25.

#### Location:

Part-time with flexible hours, in-person position at Catamount Institute, 740 W. Caramillo St., Colorado Springs, CO 80907.