

Office Manager: New Ecology, Inc.

New Ecology Inc. (NEI) is an environmental and community development non-profit based in Boston, MA that promotes sustainable development through a variety of projects. The main focus of NEI's work is implementing green design and sustainable building design and neighborhood planning, promoting green job development, and helping organizations become more sustainable. NEI provides services to both community-based non-profits and private clients

We are seeking a full time office manager to be responsible for the following activities:

- Bookkeeping, including billing and accounts payable
- Basic website management
- General office management
- General program support
- General fundraising assistance
- General support of program and executive staff

Applicants must have administrative experience, as well as computer skills. Proficiency in QuickBooks and Microsoft Excel and Word required; experience with website design and graphics programs desirable. College degree or equivalent experience required.

Applicants should be interested in social justice and environmental issues. For more information about New Ecology's work, please see our website: www.newecology.org

Salary dependent upon experience. Benefits include employer contribution to health insurance; dental and disability plans; paid vacation and employer IRA contribution.

Please send a cover letter and resume to Lauren Baumann, Vice President at baumann@newecology.org