

## Heckrodt Wetland Reserve Currently Recruiting Office Manager

**Duration:** Half Time (20 hours/week)

**Salary:** \$9 - \$11/hour

**Location:** 1305 Plank Road, Menasha, Wisconsin

**Application Deadline:** March 1, 2010

Employee will provide support for all phases of nonprofit office management for the Reserve. Duties include accounts receivable, accounts payable, database entry, donation acknowledgment, room rental reservation management, filing, and phone system management. Employee will also greet visitors and answer questions as appropriate. Occasional Nature Center operations and program support is required. Work schedule requires flexible hours, some evenings and weekends. Additional information about the Reserve can be found at our website [www.heckrodtwetland.com](http://www.heckrodtwetland.com).

**Experience:**

Qualified applicants should possess a demonstrated proficiency in Quickbooks, MS Word, MS Excel, MS Publisher, and MS Access.

**How to Apply and Deadline:**

Candidates may send a cover letter and resume to Heckrodt Wetland Reserve, PO Box 554, Menasha, WI 54952 Attn: Tracey Koenig, Executive Director. Applications must be received by close of business March 1, 2010.

**Heckrodt Wetland Reserve General Information:**

Heckrodt Wetland Reserve is a 76 acre private nonprofit nature center. The Reserve welcomes more than 50,000 visitors annually, and provides naturalist-lead environmental education programs for more than 9,000 people every year. The mission of HWR is to enhance, restore and preserve the Reserve and educate all people in the importance of conserving our natural resources while promoting the Reserve's many recreational opportunities.