

Posting: May 17, 2019

Position: Registrar & Office Manager

Reports to: Associate Director

Start Date: As soon as possible (position open until filled)

Summary: The Registrar & Office Manager tends to the daily operational needs of the WYP office across the three broad areas of registration, communications and office management. Full time in Goleta office. Position could start as part-time, depending on experience/needs of ideal candidate. We encourage students who are close to graduation to apply.

Overview:

Wilderness Youth Project (WYP) seeks a highly organized, motivated and personable new member of our team. Our ideal candidate will serve as a hub of communication for our office and therefore is organized, able to learn new systems and improve upon existing ones. Our ideal candidate loves communication in its many forms (in person, by phone/email) and enjoys a working environment with many dynamic interactions with staff, parents and community members.

Responsibilities:

Registration

Handles many areas of program registration including: enrollment, rosters, waitlists, payments, and the generation of various reports.

Communications Hub

Responsible for sending and receiving a large volume of information via phone and email to and from parents, participants, staff and various other stakeholders.

Office Management

Maintains office technology, coordinates cleaning schedules, keeps materials stocked, and performs other miscellaneous tasks to keep office running smoothly

Accounts Payable & Receivable

Assists with day-to-day operations of AP & AR

Donation Processing

Assists with processing donations, including managing cash logs, entering donations in Salesforce and addressing thank you cards

Desired Skills, experience, qualifications:

- Bilingual English and Spanish (required)*
- Email and telephone skills (required)
- Microsoft Word and Excel (required)
- Bachelor's degree or equivalent experience (desired, graduating seniors encouraged to apply)

- Google Drive
- Salesforce
- Ability to learn new software
- Basic graphics editing
- Ability to carry 40 lbs. up stairs
- CA Driver's License

*The Registrar communicates with many of our monolingual Spanish-speaking families, so bi-lingual literacy is one of the skills required to successfully complete the tasks in this role.

Compensation:

Full time, hourly position.

Pay range is \$16 - \$20 an hour, depending on specific prior experience in office management and registrar roles.

WYP offers a benefits package for our full time employees including:

- Paid vacation and sick time
- \$400 a month cell phone & fitness stipend
- Free WYP programs for staff children
- Generous staff training opportunities
- 403b retirement plan
- A commitment to work-life balance and fun, self-driven working environment

To Apply: Send a resume and cover letter to Erika Lindemann at jobs@wyp.org. We're accepting applications until position is filled. In your cover letter, please highlight how you have gained fluency in Spanish/English and areas of your work history that are applicable to this position.

Learn more about WYP: www.wyp.org

Affirmative action considerations will be used in the selection process.