

Office Manager Job Announcement



Are you looking for part time work (3-4 days per week) with a dedicated group of volunteers whose mission is to educate the public in the history of the Western US? As Office Manager you would be greeting people from around the world as they arrive for a tour of the ***Museum of the Mountain West***. You would supervise the Assistant Office Manager as well as support the Director with the management of the giftshop & office.

Experience:

- Facilitating Volunteers: soliciting, scheduling, supporting
- Scheduling & Facilitating Events
- Square or other cash/cc register
- Basic Office skills including Word, Excel, Databases, Social Media & Website Maintenance
- Supervision of other staff

Qualities

- Good communicator, written & verbal
- Self-motivated
- Reliable, able to follow through
- Planning skills
- Flexible
- Team Player

Desirable:

- Facilitating Payroll Procedures (Gusto)
- Love of history and museums

Interested? Apply by January 24, 2025

- Contact the MMW (June) for a complete job description: 970.240.3400
- Email your resume, including references, to **staffmotmw@gmail.com**