



**Office Administrator**

*Full-Time Position*

San Francisco, CA

**Pollinator Partnership (P2)** is looking for an experienced and passionate professional who possesses the skills to manage administrative and finance duties for a non-profit organization. This candidate should be a detailed and team-oriented professional, have a strong work ethic, and be committed to the mission and values of P2.

**About Pollinator Partnership:**

Pollinator Partnership is the world's largest nonprofit dedicated exclusively to the health of pollinating animals. For 25 years, P2 has championed the vitality of pollinators, critical to our food and ecosystems, through conservation, research, education, and collaboration. [www.pollinator.org](http://www.pollinator.org)

**Principal Responsibilities:**

- Provide administrative, general office support, and finance management for a nonprofit
- Receptionist duties including answering phones, sorting mail, and filing
- Process donations and ship materials to members
- Human Resource duties including payroll management, insurance, and employee benefits
- Information Technology support
- Maintain accurate and complete records of all relevant accounting information
- Work with bookkeeper and accountant on monthly, quarterly, and annual reports
- Distribute payments for contractors, services, and staff reimbursements
- Create invoices for funders, donors, and others

**Required Skills:**

- Office Administration, Human Resources and/or Finance experience required (2+ years' experience preferred)
- Highly organized, detail-oriented, and resourceful
- Excellent interpersonal skills
- Strong planning and implementation skills
- Strong communication skills
- Strong computer skills, including Microsoft Office, Salesforce, and QuickBooks

**Compensation:** \$45,000 - \$52,000 annually. Compensation will be based on experience and qualifications. A benefits package will be offered.

**Location:** San Francisco, California Financial District. This is an in-person position.

**To Apply:** Please email cover letter, resume, and contact information for 3 references as one document to [kr@pollinator.org](mailto:kr@pollinator.org) by Thursday, February 17, 2022.

*This position will be filled as soon as possible. Early submissions are encouraged.*