Administrative Executive/Operations Manager

Purpose: One Montgomery Green Inc, a Maryland non-profit dedicated to promoting Montgomery County as a model sustainable community, is seeking applications for an Administrative Executive/Operations Manager for approximately 20-30 hours per week. This position is open to all.

1) Duties would include (but are not limited to):
   a) Administrative
      ▪ Managing the Executive Directors Schedule
      ▪ Answering email and routing to proper personnel
      ▪ Composing and mailing Thank you letters to donors and sponsors
      ▪ Contacting other One Montgomery Green service providers or partners to complete projects
      ▪ Assisting board members and committees in completing their duties
      ▪ Attend meetings and events hosted by One Montgomery Green
   b) Social Media/Technology
      ▪ Contacting and providing information to the media for events and/or programs
      ▪ Making inquiries and completing online searches as needed
      ▪ Assisting with Website and eNewsletter submissions
      ▪ Maintaining and editing membership database (Constant Contact)
      ▪ Compiling reports from website tracking
   c) Operational Management – Virtual Office Manager
      ▪ Reporting and Maintaining Budget Expenses provided by Program Manager
      ▪ Volunteer Management

Ideal candidate will have the following attributes/skills:
   ▪ Positive attitude, good organizational & interpersonal skills and a commitment to building sustainable communities
   ▪ Some Computer skills required (Microsoft Word, Microsoft Excel, Gmail, Constant Contact)
   ▪ Social Media Skills using Facebook, Instagram and Twitter, Google Analytics
   ▪ Spanish language skills will be a plus
   ▪ Accounting Knowledge a plus.
   ▪ Grant Writing Skills would be helpful.

2) Please fill out the online application and provide three (3) references related to work included in this RFP. You may also download a paper version. For each reference please include the following:
   a) Company name and address, contact name, email and phone number and contract type and/or description of services provided
3) **Service Level Guarantee** -- Please answer the following to let us know a little about why you would like to work with us:

*Please describe why you would like to work with OMG and how you feel you may be able to contribute. How do you measure success? Are you interested in the environment?*

4) **RFP coordinator**: All correspondence and questions regarding this RFP must be sent to wendyh@onemontgomerygreen.org. All questions must be submitted in writing. Questions and answers responses will be provided within 3 days of submission.

5) **Interview**: Acceptable candidates will be contacted by email or phone to conduct a phone and/or in-person interview.

**Selection and Notification**: Selection will be completed by the OMG team and its board of directors. Applicants will be notified via email on the date of the Board’s decision.