



Office Manager

Organization: Red Wing Environmental Learning Center (ELC)

Location: Red Wing, Minnesota

Posted: 3/16/26

Closing Date: Applications will be reviewed starting 3/16/26. Position will remain open until filled.

About the Red Wing Environmental Learning Center

Established in 1970, the Red Wing Environmental Learning Center (ELC) has served as a source of inspiration for outdoor education for young people in the Red Wing community and beyond. For **over 55 years**, the ELC has been dedicated to helping youth develop confidence, leadership, perseverance, and a lifelong appreciation for the outdoors through experiential and adventure-based learning.

Through hands-on programming, the ELC provides meaningful outdoor experiences for students ages 8–18 that foster personal growth, teamwork, communication, and environmental stewardship. The ELC’s approach reflects the well-known proverb:

“I hear and I forget, I see and I remember, I do and I understand.”

Thanks to the generous support of community partners such as the Red Wing Shoe Company and the many families who believe in the power of outdoor education, the ELC continues to provide life-changing experiences for young people.

While students may remember the trails, rivers, and adventures, behind every successful program is a well-run office that keeps everything organized and moving forward.

Position Overview

The **Office Manager** plays a vital role in the daily operations of the Environmental Learning Center. This position serves as the administrative hub of the organization and works closely with the Executive Director, staff, students, parents, volunteers, and community partners.

The Office Manager ensures that the administrative, financial, and communication systems of the ELC operate smoothly and efficiently. This includes supporting program registrations, maintaining participant records, assisting with financial tracking, coordinating communications, and helping manage the many details that keep the organization functioning successfully.

This role requires a highly organized individual who enjoys working with people, managing multiple responsibilities, and contributing to a mission-driven nonprofit organization that serves young people.

Key Responsibilities

Administrative Operations

- Serve as the primary administrative contact for the ELC office
- Communicate with students, families, staff, and community members via phone, email, and in person
- Maintain accurate and confidential participant records
- Assist with program registration, group assignments, and participant communications
- Maintain organized digital and physical filing systems

Financial and Bookkeeping Support

- Collect program fees and donations and maintain accurate financial records
- Track donations and assist with donor acknowledgement letters
- Assist with accounts payable processes and submit invoices through the district financial system
- Maintain and utilize accounting software (QuickBooks or similar) to track financial activity
- Help maintain records related to ELC funds and accounts

Communications and Outreach

- Assist with preparation and electronic distribution of ELC newsletters
- Help update and maintain website content and organizational communications
- Support social media and community outreach efforts when needed
- Assist with preparation for events such as informational meetings, presentations, and Awards Night

Office and Program Support

- Maintain office equipment and supply inventory
- Coordinate transportation logistics such as shuttle drivers when needed
- Maintain volunteer contact lists and communications
- Provide administrative support to the Executive Director and Field Staff

Organizational Representation

- Serve as a welcoming and professional ambassador for the ELC within the community
 - Help foster a positive and organized environment for staff, students, and families
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Key Success Traits

The ideal candidate will demonstrate the following qualities:

Highly Organized

Ability to manage multiple responsibilities and maintain strong organizational systems.

Strong Communicator

Comfortable interacting with parents, students, staff, and community members in a clear and professional manner.

Self-Motivated and Reliable

Able to work independently while maintaining accountability and follow-through.

Detail Oriented

Careful attention to financial records, participant information, and administrative details.

Mission Driven

Believes in the value of youth development, experiential education, and connecting young people with the outdoors.

Flexible and Adaptable

Able to adjust priorities in a small nonprofit environment where responsibilities can vary from day to day.

Preferred Qualifications

We recognize that no candidate will meet every qualification listed below. We encourage individuals who possess many of these qualities and who are passionate about the ELC mission to apply.

Education / Experience

- Associate or Bachelor's degree in business administration, nonprofit management, communications, or related field preferred
- Previous experience in office management, administrative support, or nonprofit administration
- Experience working with bookkeeping or financial tracking systems

Skills and Knowledge

- Strong organizational and time management skills
- Proficiency with Microsoft Office Suite and Salesforce
- Familiarity with bookkeeping software such as QuickBooks
- Ability to manage databases and digital record systems
- Experience with newsletters, communications, or social media helpful
- Experience working with families, youth programs, or nonprofit organizations is beneficial

Work Environment

The ELC is a small, mission-driven nonprofit with a collaborative and supportive staff culture. This position works primarily in the ELC office environment and regularly interacts with students, families, volunteers, and community members.

Staff members at the ELC take pride in creating a welcoming, positive atmosphere where teamwork, creativity, and community engagement are valued.

Compensation and Benefits

- **Approximately 35 hours per week**
- Compensation based on experience and qualifications
- Access to **Public Employees Retirement Association (PERA)**
- Flexible scheduling
- Opportunity to work within a highly respected nonprofit organization with strong community support

Application Process

Interested candidates should submit the following:

- A **cover letter or email expressing interest** in the position
- A **resume or curriculum vitae**

Applications should be emailed to:

Jason Jech

Executive Director

Red Wing Environmental Learning Center

Email: **rwelcjason@gmail.com**

Please include the subject line:

Office Manager Application

References may be requested later in the hiring process.

Equal Opportunity Employer

At the Red Wing Environmental Learning Center, we believe that every student should feel welcomed, respected, and supported. We are committed to fostering an inclusive environment that values diverse perspectives and experiences.

Just as in wilderness travel, we believe in standing together and supporting one another through challenges. Our goal is to build a community where every participant and staff member feels they belong.

The ELC is an Equal Opportunity Employer and encourages applicants from all backgrounds to apply.

Reasonable accommodations will be provided to qualified applicants with disabilities. If you need assistance during the application process, please contact Jason Jech at **651-388-7339** or **rwelcjason@gmail.com**.

Position Summary

Position Title: Office Manager

Organization: Red Wing Environmental Learning Center

Location: Red Wing, Minnesota

Hours: Approximately 35 hours per week

Work Schedule: Primarily weekday office hours with occasional flexibility

Travel Required: Minimal