

Office Manager – Trees For Tomorrow (Eagle River, WI)

Full-time | 40 hours per week | Exempt | On-site

Join a team that makes a difference!

Trees For Tomorrow (TFT) is an accredited nonprofit environmental education center located in the beautiful Northwoods of Eagle River, WI. We inspire learners of all ages to explore, discover, and connect with the natural world. We're seeking a detail-oriented and mission-driven Office Manager to support our operations and help keep our organization running smoothly.

What You'll Do

As TFT's Office Manager, you'll be the hub of our administration. Balancing bookkeeping, customer service, and front office leadership with a positive and professional touch. You'll:

- Manage financial bookkeeping using QuickBooks Online. Track income/expenses, reconcile accounts, and prepare monthly reports.
- Process bi-weekly payroll, file taxes, and ensure compliance with financial reporting standards.
- Work closely with the Executive Director to prepare budgets, process payments, and present financials to the Board of Directors.
- Oversee front office operations. Greeting guests, managing calls, and maintaining accurate donor and participant records.
- Supervise the Administrative Assistant and manage gift shop operations.
- Coordinate annual tree seedling sale and major mailings.
- Support other staff and special projects to advance TFT's mission.
- Other duties as assigned

Compensation Plan

This position offers a starting wage of \$21–\$23/hour, based on experience and qualifications. The selected candidate will begin as Office Manager in Training and train alongside the current and outgoing Office Manager for a 60-90 day onboarding period. Starting hours are flexible but will be expected to be full-time by January 5th. Pay will increase upon successful completion of training and full transition into position responsibilities.

Benefits

All Employees

- Flexible schedule
- Association with a well-known environmental education center
- Competitive salary with like organizations
- Supportive work culture
- Free meals when there are groups on campus

- Paid professional development
- Paid time to volunteer in the community up to 16 hours per year
- Participation in special fundraising events throughout the year

Full-Time Employees

- Paid vacation, sick, and personal time
- 10 paid holidays per year, including your birthday
- Ability to contribute to a 403b retirement program
 - TFT matches 1:1 up to 3% of your annual salary
- Upon 90th day of FT employment you become eligible for our group health, vision, and life insurance
- Ability to contribute to an HSA if enrolled in our group health coverage.

What We're Looking For

- Minimum 5 years' experience in office management, bookkeeping, and customer service (nonprofit experience a plus).
- Proficiency in QuickBooks Online, Microsoft Office 365, and sound accounting principles.
- Exceptional organizational skills, attention to detail, and a friendly, professional demeanor.
- Strong communication and teamwork. Ready to jump in where needed.
- Ability to sit long periods of time, lift 25 lbs. and willingness to complete First Aid/CPR certification within 8–12 weeks of hire.
- Must successfully pass a background and drug test prior to and during employment. Continue to pass random drug tests throughout employment.

Why You'll Love Working Here

You'll join a passionate close-knit team that values growth, nature, and the impact of environmental education. Every day you will help ensure TFT continues to thrive.

How to Apply

Please submit your resume and cover letter via email to Cheryl Todea, Executive Director ctodea@treesfortomorrow.com with "Office Manager Application" in the subject line or mail to:

Trees For Tomorrow

ATTN: Cheryl Todea

PO Box 609

Eagle River, WI 54521

Applications will be reviewed on a rolling basis until the position is filled.