

Job Title:	Assistant Manager	FLSA Classification:	Exempt
Reports To:	Operations Manager		
Location:	442 Lawrence, Eugene OR. 97402	Travel Required:	
Level/Salary Range:	\$42,000 to \$55,000 per year	Position Type:	
HR Contact:	OCF Personnel Committee	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	N/A		
Internal posting URL:	N/A		
Scope of Job Description for AM:			
<p>The Assistant Manager (AM) works with the other managers of the Oregon Country Fair, a 501(c)(3) non-profit as directed and specified in the job description. The AM works with the employees, Fair family, and outside agencies to ensure successful operations. The AM specializes in Information Technologies and additional events, such as the Teddy Bear Picnic and Spring Fling as directed by their direct supervisor and/or Board of Directors.</p>		<p>OCF Employee Job Description Documents: The OCF employee positions and job descriptions represent a framework or matrix of roles and responsibilities within the complex and multifaceted culture of the organization. The ability to delegate to applicable employees and volunteers ensures that essential functions are fulfilled.</p>	

The AM's responsibilities and priorities vary based on the specific job requirements related to year-round management of the delegated budget resources and OCF assets, long-range strategic planning, as well as individual volunteers and crews. The AM works in a variety of capacities as needed and assigned, providing direct support to the General Manager, Operations Manager, and Site and Facilities Manager as well as backing up the Administrative Assistant / Bookkeeper, Office Assistant, and Youth Program Director as directed by their supervisor. The AM works with a high degree of independence and fosters a positive work environment including support to a team structure to provide planning and assistance in organizing year-round activities and projects. The AM will help in the implementation of management decisions, operations procedures, and systems including budgetary, financial, and communications. The AM establishes and maintains cooperative working relationships with staff, volunteers, and the public and uses good judgment and makes prudent decisions at all times. The AM uses judgment and discretion in recognizing their scope of authority and applying confidentiality where appropriate. The AM provides staff support and liaison with OCF committees, crews, and volunteers (see attached list). To successfully fulfill their duties, the AM needs to exhibit a familiarity with and affinity for OCF's counter-culture values and history.

JOB DUTIES:

Communications

- Maintains oversight of social media forums.
- Assists with updating and developing new content for OCF websites.
- Act as moderator of platforms as directed by the General Manager and Operations Manager.
- Answers correspondence and inquiries from the public, volunteers, and others as applicable and appropriate.
- Consults with staff, coordinators, and volunteers on equipment repair and replacement on a regular basis.
- Coordinates and manages information flow, including official policies, among and between the Board of Directors, staff, crew coordinators, committees, the general membership, and designated groups.
- Coordinates and monitors deadlines among different operational areas.
- Establishes and maintains cooperative working relationships with staff, volunteers, and the public.

- Maintains and enhances communication and dissemination of information throughout the organization with coordinators, standing committees, and Fair membership.
- Assists in preparing a combined annual management report for distribution at the Board retreat in November.
- Provides the Administrative Assistant/Bookkeeper information to be added to the organizational calendar.
- Provides succinct oral reports at Board of Directors' meetings.
- Reflects the goals, values, and policies of the organization in all communications.

Development/Marketing/Philanthropy

- Program development
- Coordinates the review and evaluation of OCF-sponsored programs.
- Promotes, markets, and advertise all OCF events, in collaboration with applicable crews and other staff.
- Assists with year-round administration and/or oversight of marketing.
- Manages grant program including overseeing proposal preparation and submission, administration, and reporting.
- Administration and oversight of OCF philanthropy.

Finances

- Provides support to and backup for the Administrative Assistant/Bookkeeper in the performance of financial duties including but not limited to
 - Accounts payable and receivables, data entry, posting credit card charges, and posting and making deposits.
 - Assembling, maintaining, and distributing reports of data, records, financial statements, and budget reports.
 - Data entry and bookkeeping in QuickBooks and other organizational financial systems.
 - Collecting and organizing materials for annual financial reviews and tax preparation.
- Assists crews as applicable with the administration of budgets, policies, problem solving, and task completion.
- Monitors and reviews financial records as well as conduct reconciliations of sales and inventory items as directed.

Operations and Systems Planning

- Works with other management in the development and maintenance of a manual of existing and new operations procedures and policy.
- Assist in the development and distribution of guideline changes affecting operations.
- Organizes and facilitates special events including the Spring Fling and Annual Picnic with the assistance of volunteers and other employees.
- Assists the Youth Program Director with tasks related Culture Jam communications, youth registration, fundraising administration, and year-round youth programming.
- Works in a variety of capacities as needed during OCF events.
- Participate with the management team which includes the managers and BUMs.
- Ensures that volunteers receive appropriate safety and equipment training and foster a workplace safety culture.
- Creates and manages safe event conditions and emergency response protocols as applicable to the position.
- Manages and facilitates use of office resources for coordinators and committees.
- Develops performance measures for service providers and monitors compliance, as applicable to position.
- Records and implements OCF bylaws, guidelines, and BOD policies.
- Maintains record keeping systems and archives.
- Researches, recommends, develops, and maintains office systems for staff and volunteers.
- Secures repair services when in-house abilities or time constraints exist. Assigns and directs activities of service and repair personnel and follows up on repairs being made.

- Manages, maintains, and secures inventory and equipment, as applicable to position and duties.
- Works with other OCF management in the development and maintenance of operational, policy, and procedural manuals and guidelines.
- Creates, implements, and manages systems for timely delivery of forms, reports, and notices.

Volunteer Management

- Coordinates year-round volunteer activities, communications, and projects, as applicable to the position.
- Facilitate volunteer recruitment as well as training coordinators and other volunteers in relevant systems.
- Ensures that volunteers receive appropriate safety and equipment training and fosters a workplace safety culture.

QUALIFICATIONS AND EXPECTATIONS**Education and Experience**

- Educational, training, or experience level as appropriate to position and duties.
- At least two years of relevant experience in a business or nonprofit work environment.
- Experience working for a non-profit Board of Directors or similar governing body.
- Experience working with and motivating groups of volunteers.
- Some higher education or training preferred.

Office Skills and Management Expectations

- Ability to develop, implement, and maintain paper and electronic systems for effective year-round operations.
- Ability to organize, plan, facilitate, direct, and delegate.
- Ability to type minimum of 45 words per minute.
- Functional knowledge of office systems and procedures.
- Demonstrated proficiency and knowledge of word processing, database, spreadsheet, accounting, and presentation software programs as applicable to position.
- Good working knowledge of office equipment and telephone systems.
- Maintain a positive attitude and desire to assist visitors, users, and volunteers at OCF properties and activities.
- Solicit ideas and create an open and collaborative atmosphere.
- Prudently manage delegated budget resources and OCF assets.
- Ability to act and respond quickly and effectively in an emergency.
- Ability to help coordinate staff's professional growth, accountability, scheduling, and teamwork.
- Ability to supervise and positively motivate, direct, and/or train employees and volunteers.

Interpersonal Skills and Communication

- Cultural Competency - Experience with people from varied backgrounds; ability to work effectively with others and to promote and achieve good relations with ethnically, socially and economically diverse communities.
- Ability to work effectively, tactfully, and courteously with others, including patrons & guests, in all situations.
- Strong oral and written communication skills, including proofreading, and the use of information technology.
- Ability to communicate effectively in a variety of situations.
- Demonstrated proficiency and functional knowledge social media programs.
- Skills in leadership as appropriate to position and responsibilities.
- Ability to solve complex problems.

Financial Management

- Knowledge of basic accounting systems.
- Knowledge of basic math and budgeting skills.

Work Schedule and Working Conditions

- Works from the OCF town office year-round and will be provided office space therein as well as office space at the OCF site when necessary.
- Expected to work nights and weekends throughout the year as needed for work with committees and crews.
- Attends all appropriate meetings and serve as liaison among and between designated crews, committees, groups, and staff.
- Expected to work and live on site during Main Camp, with a required minimum of one night per week off site and off duty (excluding the week of the event)
- On-site working conditions require the use of communication equipment including two-way radios and other equipment deemed necessary.
- On-site working conditions will be primitive and require the ability to climb, step over objects, and maneuver through loose or wet soil like that of a rural construction site.
- Must be able to lift and carry a personal computer and other office equipment or materials after reasonable accommodations have been provided.
- Driving a vehicle may be required to fulfill job duties and possession of a valid driver's license is required.

ADDENDUM TO JOB DESCRIPTION

The AM will provide staff support to and liaison with the following OCF committees, crews, and volunteers:

- Advertising
- Banners and Signs
- Cart Central
- Cartography
- Community Village
- Craft Inventory
- Durables
- Energy Park
- Event Carts
- General Store
- Information
- IT
- Office Site
- Office Town
- Peach Pit
- Registration
- Some entertainment crews
- Teen Crew