



Office Manager and Coordinator, Kids Outdoor Zone

Kids Outdoor Zone is looking for an energetic, self-motivated, super organized professional to run the day to day operations. Duties include but are not limited to: Data entry, day to day bookkeeping entries, creative output for newsletter and other media, office communications, organization of forms, documents and information. Grant and donation writing, participation program development. Photoshop and InDesign a big plus.

The applicant must know the organization and its goals. Must be highly organized and able to function in a high level with CRM (Salsa).

This is a full-time on-site in South Austin.

CONTACT:

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