



Seeking qualified candidates to fill the role of Office and Events Manager

Organization: Kenai River Sportfishing Association (KRSA)

Title: Office and Events Manager

Position type: Salaried

Position location: Soldotna, Alaska

Reports to: Executive Director

Functions supervised: Office operations and Events execution

Duties and responsibilities:

- Responsible for efficient, timely and effective management of office operations.
- Responsible for effective execution of KRSA's community and fundraising events.
- Actively participate with Board committees as assigned.
- Provide administrative support to the Executive Director and the Board of Directors.
- Perform other duties as assigned.

Education: High School diploma, college degree preferred.

Experience/Skills:

- Must have supervisory/management experience with knowledge of the community and fundraising.
- Must possess personnel, office operations, project management, verbal, written and interpersonal communication skills.
- Ability to work autonomously and efficiently under multiple deadlines in a fast-paced team environment.
- Must be resourceful, with a high degree of initiative.
- Must have experience with various forms of information technology and a working knowledge of Microsoft Office.

Salary: DOE

Please email a cover letter and resume to: chairman@krsa.com