



About NC WARN

NC WARN is a 37 year-old, member-based nonprofit tackling the climate crisis and other hazards posed by electricity generation by watch-dogging Duke Energy practices and building people power for a swift North Carolina transition to clean, renewable and affordable power generation and increased energy efficiency. In partnership with other groups and using sound scientific research, NC WARN informs and involves the public in key decisions regarding their health and economic well-being. Dedicated to climate and environmental justice, NC WARN seeks to address the needs of all people by intentionally including those often excluded from participation because of racism, sexism, classism, and other forms of oppression.

Job Description - Office Manager

NC WARN is looking for a motivated, detail-oriented self-starter to join our small nonprofit to manage the day-to-day operation of the office. See the list of position responsibilities below. This position will report to the Operations Manager.

This is a new permanent full-time (40 hours per week) position at our office in Durham, NC. The majority of this position's responsibilities will occur during normal business hours Monday through Friday with occasional evening and weekend work. We have a flexible schedule policy in order to promote a healthy work/life balance in instances where evening or weekend work is required.

Major Responsibilities

- Membership database management (Salsa CRM)
- Donations processing (tracking incoming checks and online donations, updating member database, preparing deposit slips, creating and mailing thank you letters)
- Event planning (virtual and in-person, including purchasing supplies, printing materials, securing locations, hosting webinars, etc.)
- Invoice processing (opening bills, submitting invoices for approval, scanning documents and communicating with accountant to ensure timely payment)
- IT troubleshooting (helping staff with minor computer, printer and internet issues; communicating with tech support and cyber security contractors as needed)
- Monthly payroll assistance (tracking staff timesheets and benefits)
- Office phone, voicemail and NC WARN email monitoring

Additional Responsibilities

- Proofreading and editing materials
- Paperwork, filing, office organization
- Processing incoming and outgoing mail
- Preparing group emails to our membership base (Salsa Engage)
- Managing and purchasing office supplies
- Other tasks as assigned, including cross-training with other staff
- Light office cleaning and scheduling regular maintenance

Key Expectations

- Organize and manage your own workflow with input from manager and other staff; keep a flexible schedule to meet a 40-hour work week. Some evening/weekend work may be necessary.
- Understand and embody NC WARN's mission, vision and Equity and Inclusion Goals.
- Maintain positive and collaborative working relationships with all staff, actively participate in team activities and discussions, and seek and promote open communication.

Required Skills and Experience

- Experience in office and personnel management (5 years or more)
- Passion for climate justice work
- Ability to relate with people from diverse backgrounds
- Detail-orientation and ability to keep organized
- Ability to work independently
- Database management (Salsa CRM, Salsa Engage)
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Gmail, Calendar, Drive)

Additional Skills and Experience (Not Required)

- Canva, Adobe and/or other design software
- Wordpress
- Quickbooks
- Fundraising and member recruitment
- Volunteer management

How to Apply

Compensation is commensurate with experience. Submit salary requirements with your cover letter and resume to ncwarn@ncwarn.org to apply. The deadline for applications is October 31, 2025. After a 3-month contingency period, benefits include group health, dental, vision and accident insurance; paid vacation, holiday and sick leave; and retirement benefits (5% of salary) paid by NC WARN. We are an inclusive workplace and encourage women, BIPOC, and LGBTQIA+ applicants.