



## **Rain Shadow Consulting is Hiring!**

### **General Administrator and Program Manager**

*Goal: Support on-going operations by providing highly organized administrative support, excellent people skills, a positive and outgoing attitude, and a willingness to learn.*

#### **General Administrator**—Office management support

1. Handle incoming and outgoing mail, phone calls, and email
2. Manage client information and new work requests through JOBBER
3. Assist in ordering needed supplies for shop, office, and crew
4. Schedule meetings
5. Manage shipments including chipper knives to be sharpened and other equipment for repairs
6. Manage our mulch requests and deliveries and promote mulch sales
7. Load trucks in yard with tractor (mulch sales)
8. Renew memberships (industry associations, etc.) and web-based access
9. Assist Kristina (Office Manager) with HR management such as new employee onboarding
10. Assist Lindsay (Staff Forester) and Colin (Staff Consulting Arborist) with field data collection and data management
11. Improve organization of filing system (both hard files and network files)
12. Help with office improvements such as setting up crew workstation
13. Coordinate with Rock Island on IT issues

#### **Program Manager** – Manage and build RSC’s Safety Program & Training Program including our Commercial Drivers Licensing (CDL) program

1. Organize regular monthly safety training events (4<sup>th</sup> Fridays) and specialized periodic training such as aerial rescue and electrical hazard awareness
2. Research training topics, new industry requirements, and improved methods of conducting safety training
3. Enroll in outside training classes such as OSHA 10
4. Document participation and training hours for each employee
5. Design an efficient and effective system to track all employees training and safety training time
6. Work closely with Office Manager on designing and implementing RSC’s CDL training program

## Required Skills and Experience

- Outstanding written and verbal communication skills
- Leadership skills, including the ability to delegate, supervise and see tasks through from start to finish
- Project management experience, especially of projects involving complex problems and multiple competing interests and factors, is essential
- Excellent time management skills and the ability to prioritize various responsibilities in a fast-paced environment
- Ability to work with limited supervision
- Willingness to learn and to grow with the company
- Some business-related course work and/or environmental science course work preferred
- Tech savvy: proficient computer skills, including Microsoft Office 365 apps and willingness to learn and use other programs
- Filing and general administrative tasks, maintaining a clean and organized office, Excel based reporting, organizing meetings.
- We are looking for a dynamic individual who is quick thinking and adaptable. Attitude and problem-solving skills, along with a strong interest in doing good work (caring for our local and regional environment) and furthering the goals of the company will go a long way and can compensate for lack of training or experience in certain areas. We promote thinking outside the box and are constantly working on improving efficiency and finding better ways to positively impact our environment.

The position will be part time (20-32 hours/week), with the opportunity of growing to fulltime for the right individual. This may include some field-based work such as site monitoring, taking photos, and occasional work alongside crew on labor-intensive projects (e.g., tree planting, weed control, boundary flagging).

Schedule will be negotiated upon hiring but is generally Monday through Friday.

Benefits include paid sick leave and paid vacation. Additional benefits if the position becomes fulltime.

Please email your cover letter and resume to [kristina@rainshadowconsulting.com](mailto:kristina@rainshadowconsulting.com)