



REGISTRAR JOB POSTING

Opal Creek Ancient Forest Center is seeking a part time (32 hour/week) Registrar to manage all logistic coordination of our ancient forest education programs that serve over 3,000 participants annually. These duties include coordinating all cabin rental, workshop, summer backpacking, and school group registrations, processing all invoices and payment, processing all accounts payable, keeping a master calendar and playing a lead role with other duties associated with the successful functioning of our programs.

Opal Creek is a 35,000 acre ancient forest on the western slopes of the Cascade Range in Oregon. This spectacular area achieved federal protection from logging after a very long and nationwide struggle. Opal Creek Ancient Forest Center, established in 1989 to lead the conservation effort, is a non-profit organization with a mission to promote conservation through educational experiences in wilderness. We now specialize in providing educational programs to school, university and other adult groups. We currently work with nearly 3,000 people a year and expect modest growth in the years ahead.

The position will be based in Portland, Oregon but will require occasional travel to Opal Creek. Minimum qualifications: BS/BA preferably in a related field, previous non-profit experience, experience with program administration, and experience with Quickbooks or similar accounting software. The selected candidate will have the necessary personal qualities required in similar small non-profit organizations: the ability to succeed in a friendly, supportive, and demanding environment.

Please see our website at www.opalcreek.org for more information and a position description. Position open until filled, desired starting date mid-December. Starting wage \$14/hour.

To Apply: Send a resume and letter of interest to Katie Ryan, Executive Director, at kryan@opalcreek.org.