

**Office & Operations Wrangler**  
Connecticut River Conservancy  
Greenfield, MA

Since 1952 CRC has been working to protect and restore New England's largest watershed. We are looking for the right person to help keep our organization flowing smoothly. We are a growing organization with increased staff, new and expanded programs, multiple facilities, and a commitment to continually improve how we get our work done. This job requires someone with a wide range of skills and a passion for our mission. The job responsibilities are extensive and require strong organizational skills; a willingness to pitch in to resolve big problems and small glitches without fail; experience in implementing software to improve collaboration and remote work; ability to spot and resolve inefficiencies; a talent for training; ability to care for a historic building; finance, accounting, and human resources experience; administrative support for management; and a sense for how to be part of the back-office glue that holds an organization together. Ok, maybe you haven't done everything we are looking for. Try us anyway if you think you are what we need.

You can find more about us at [ctriver.org](http://ctriver.org). Send a cover letter, work experience and software skills (we are an O365 office) to Andrew Fisk, Executive Director at [afisk@ctriver.org](mailto:afisk@ctriver.org) by August 6<sup>th</sup>. Have questions? Give a call 413-210-9207.

We are committed to hiring and supporting a diverse workforce. CRC is an equal opportunity employer. The salary range for this position is \$45,000 - \$60,000 depending on experience. CRC offers a generous benefits package that includes time off, health and ancillary benefits, and employer sponsored retirement.