



# Stepping Stones Nature Initiative



## **seeking an Office Manager (Hourly Position) an innovative nature-based therapy program for at-risk english speaking youth,**

Position Scope: Hourly position

Remote work position

Full proficiency in English (speaking and writing)

### **Professional Responsibilities:**

- Strong organizational skills
- Proficiency in Office suite
- Graphic design software proficiency (Canva/Adobe)
- Advanced Hebrew proficiency
- Native English proficiency
- Self-directed work capability
- Excellent interpersonal skills
- Administrative experience
- Knowledge of non-profit organizations and social enterprises - advantage

### **Job Requirements:**

- Management and organization of Organization documents (digital & physical)
- Filing and tracking of official documents and approvals
- English language editing and proofreading
- Calendar management for meetings and events
- Email and correspondence handling
- Meeting coordination and minutes preparation
- Organization registrar reporting
- Presentation and visual document design
- Professional document editing and design
- Staff coordination and communication
- Regular team updates
- Task tracking and deadline management

**To apply for this position:**

**[hr@steppingstones.org.il](mailto:hr@steppingstones.org.il)**