



Job Announcement: **Operations Coordinator**

Announcement

The Long Tom Watershed Council (LTWC) is a community nonprofit seeking applicants for an Operations Coordinator to help manage and implement the council's administrative functions. Position duties will include member and donor tracking, systems and file management, office organization, and event planning and logistics. More information on the council can be found at longtom.org.

Posted: Friday, October 11, 2019

Closing date: **Friday, November 8, 2019 at 5:00 p.m.**

Starting Date: December 2 or shortly after, dependent on availability of chosen candidate

Status: Part-time, hourly (20-24 hours per week), non-exempt

Employer: Long Tom Watershed Council:

Wage and Benefits: \$16 - \$19/hour starting wage plus benefits

Reports to: Operations Director

To Apply

- Please submit your application materials via email to **info@longtom.org**.
- All application materials must be received by 5:00 p.m. on the closing date.
- Late or incomplete applications will not be accepted.
- Please email questions about the position or hiring process to **info@longtom.org**
- **All emails - both application submittals and questions regarding the position - must have: "Operations Coordinator - applicant last name" in the subject line.**

Application

- Cover letter of two pages or less that includes highlights of your knowledge, skills, abilities, and past experiences in describing what you would bring to this position, referencing the position responsibilities.
- Resume – include your phone, email address, and related experience
- Three references – contact information, including phone number and email address, and how you know them

Hiring Process

The hiring process will include an in-person interview with a panel of multiple LTWC staff and board members. Interviews will likely be conducted starting the week of November 11. If distance prevents the candidate from meeting in-person, the interview may be conducted over video conference. There may be additional follow up conversations after the initial interview. The successful candidate will also be asked to complete a background check.

Operations Coordinator Position Description

General Description

The Operations Coordinator will work closely with the Operations Director to provide essential support for administrative and coordination functions of the Long Tom Watershed Council. This support is critical in keeping the organization operating smoothly and working successfully toward our mission.

A valid driver's license and use of your own vehicle is required. Mileage will be reimbursed at the state rate. Work will take place at both LTWC offices, including the Urban Waters & Wildlife Program Office in south Eugene and the West Eugene Wetlands Office in west Eugene, with occasional travel throughout Eugene-Springfield and the watershed.

Bilingual and candidates with diverse backgrounds are highly encouraged to apply.

Remuneration

This is a part-time, hourly position and is non-exempt. The expected range of hours is 20 - 24 hours per week. Starting compensation will range from \$16 - \$19 per hour, depending on experience, and includes the following benefits:

- Health care paid at 75% of employee premium and 20% of dependent premium
- Retirement: 8% 401(k) match
- Paid time off: Paid time off plus nine paid holidays per year.
- Flexible scheduling: work hours generally fall between 8:30 a.m. and 5 p.m., Monday through Friday. Hours can be scheduled within this window that best accommodate the successful candidate. Occasional evening and weekend work may be required.

Summary of Position Responsibilities

Office & File Management

- Organization of both electronic and paper file systems, including filing and archiving.
- Track grant and agreement contracts, including report deadlines.
- Open and distribute the mail, packages, and deliveries. Coordinate delivery of items between offices.
- Maintain, order, and pick up office supplies.
- Maintain office technology, including computers, printers, and other equipment.
- Troubleshoot technology issues and/or coordinate with local consultants to fix the problem.
- Assist in upcoming project to consolidate staff into a single office space; coordinate with construction / IT / electrical contractors; coordinate moving.

Member & Fundraising Tracking

- Enter information for members, donors, and partners in Access database, including contact and relationship information.
- Track donations, including creation of donation receipts and monthly development reports.
- Create queries and reports in Access database to assist Resource Development (fundraising) Committee.

Event Coordination and Meeting Logistics

- Assist the Operations Director in developing the schedule of public events for the year, including venue reservations, room setup, refreshments, and securing / overseeing volunteers. LTWC hosts six public meetings and project tours per year.
- Manage logistics for the Annual Celebration each fall, including coordinating with other staff and contracted event planner.
- Setup for board and staff meetings, including preparing and assembling materials, setting up the room and A/V equipment, and arranging for refreshments/catering.
- Assist in developing 3-5 community fundraisers with local businesses which LTWC has branded as “Taste the Watershed Events” typically occurring at area restaurants, breweries, and wineries where LTWC receives a percentage of products sold.

Community Outreach Logistics

- Coordinate mass mailings, including newsletters, fundraising letters, and special outreach; format and print letters, flyers, and postcards; prepare mail merges.
- Coordinate and manage volunteers to assist with mass mailings.
- Assist in event outreach to the community and partners for public events, including the development of content for flyers, postcards, radio/newspaper calendar announcements, etc.

Other Duties as Assigned

Experience Desired

- Minimum 2-3 years of relevant professional experience.
- Familiarity and comfort with nonprofit atmosphere a plus.

Desired Skills, Knowledge, and Abilities

- Self-directed, with a high level of individual initiative and ability to problem-solve.
- Highly organized with strong attention to details.
- Strong interpersonal skills, with the ability to communicate effectively with a variety of people in written correspondence, on the telephone, and in person.
- High dependability and ability to adjust work priorities and meet deadlines.
- Familiarity and comfort with office technology (databases, word processors, spreadsheets, cloud-based file storage, printers and copiers), or a demonstrated ability to learn quickly.
- You enjoy being part of a support team.

Equal Opportunity Employer

LTWC is equal opportunity employers and prohibit discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity.