



Job Announcement

Operations Coordinator

Posted: December 10, 2023
Closing date: January 15, 2024, 5 p.m.

The Long Tom Watershed Council (LTWC) is seeking an Operations Coordinator to help manage and implement the Council's administrative functions. Position duties 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. This position has the potential for advancement within the first year of employment.

Process: Application materials due 1/15/24 at 5 p.m.
Starting Date: Late January 2024 or later, pending availability of chosen candidate
Status: Non-exempt, 0.8 FTE (32 hrs./wk.)
Reports to: Operations Manager
Starting Compensation **\$20.25/hr., \$33,696 salary - \$24.2/hr., \$40,269 salary**, depending on experience. This position has potential for advancement and to full-time during the first year.
Starting Benefits:

- Health insurance (75% of employee premium + 20% of dependents paid)
- 401(k) - automatic monthly payment of 8 percent of salary
- 10 paid holidays plus 10 days of PTO to start
- Continuing education and training are financially supported in alignment with organizational priorities
- Participation in Paid Leave Oregon

Who We Are

The Long Tom Watershed Council is a 501(c)(3) nonprofit working toward clean water and healthy habitats in the Long Tom River Watershed, the Eugene-Springfield metropolitan area of Oregon, and the adjacent Willamette River mainstem in Lane and Benton Counties, an area approximately 450 square miles, mostly held in private ownership. We work toward our mission through education and collaboration while leaning on the collective wisdom and voluntary action of our community members. The Council was formed in 1997 by a diverse group of interests in response to a call for local voluntary water quality and habitat restoration action as part of the Oregon Plan for Salmon and Watersheds. We work in both urban and rural areas, in and adjacent to streams and rivers, on commercial and industrial properties, and on rare terrestrial habitats. Our work includes implementing restoration projects with willing partners, collecting and sharing scientific data, and providing community learning opportunities. We collaborate with a broad range of partners, including private property owners, state and federal agencies, local municipalities and utilities, Tribes, NGOs, businesses, and community members from myriad interests and backgrounds. Learn more on our website at longtom.org.

Hiring Equity and Justice

Since 2018, the Council has invested significantly in exploring what diversity, equity and inclusion mean for the soul of our community, and the core of our work. At the Long Tom Watershed Council, we believe that the health of the watershed is dependent upon the contributions of all people. LTWC recognizes the disproportionate impacts that systems of oppression have on People of Color and Indigenous People. We believe the organization's strength depends on breaking down implicit, systemic inequities. We strive to create an inclusive and welcoming environment that grows our collective wisdom.

It is well-documented that Black, Indigenous and People of Color (BIPOC), queer and transgender folks, women, and other marginalized groups often do not apply for jobs unless they feel they meet every qualification listed in the job description. Conversely, it is well documented that people with identities overrepresented in our field (white people, men, etc.) do not hesitate to apply even if they do not meet all the stated qualifications and are often still hired into those positions. We are most interested in finding the right candidate for the job and our team. We encourage all passionate and interested candidates to apply and not discount experience that could be transferable, even if it is outside what we have described. We are committed to working against the structural biases that continue to keep marginalized people excluded from the conservation, restoration and natural resources fields, and to making sure our hiring practices are not reproducing those biases.

To Apply

Please submit your application materials via email to apply@longtom.org. All application materials must be received by 5:00 p.m. on the closing date, January 15, 2024.

- Please email questions about the position or hiring process to apply@longtom.org.
- All emails -- both application submittals and questions regarding the position -- should have "Operations Coordinator" in the subject line.
- Late or incomplete applications may be rejected.

Application Materials

1. Resume
2. Cover letter of two pages maximum, 12-point font, that includes a description of how your knowledge, skills, abilities, and past experiences relate to the position responsibilities.
3. Three professional references will be required for finalists. You may provide them now or later. Please provide contact information, including phone number, and describe your relationship with them.



Position Description

Operations Coordinator

Posted: December 10, 2023
Closing date: January 15, 2024, 5 p.m.

The Long Tom Watershed Council (LTWC) is seeking applicants to be our Operations Coordinator to help manage and implement the Council's administrative functions. Position duties 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. This position has the potential for advancement within the first year of employment.

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Starting Benefits:

- Health insurance (75% of employee premium + 20% of dependents paid)
- 401(k) match - 8% of salary
- 10 paid holidays plus 10 days of PTO to start
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Role of This Position

The Operations Coordinator (OC) will work closely with the Executive Director, the Operations Manager, and the Fiscal Manager in providing essential support for administrative functions of the Long Tom Watershed Council. This support is critical in keeping the organization operating smoothly and working successfully toward our mission. The OC will report to the Operations Manager for administrative supervision tasks such as timesheet approval and annual evaluation. Operations and fiscal support is offered by the Operations Manager, Executive Director, and Fiscal Manager.

Work Environment

At LTWC we operate with organizational systems that allow for team-based accountability, individual autonomy, work-life balance, and structures that provide consistent expectations while allowing for flexibility as the needs of our work and of our lives naturally shift and evolve. Examples of this philosophy in practice include 360-degree annual staff evaluations, regular program team check-ins, cross-program collaboration, and support for staff-driven initiatives. LTWC also encourages employees to develop mentorship and peer-to-peer relationships with professionals from other organizations in the Upper Willamette Region.

Environmental Factors and Conditions and Physical Requirements

Work occurs at the Council office with considerable flexibility to work remotely. Position requires use of a computer, including repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.

Must have a valid driver's license, pass a background check, and the ability and willingness to use your own vehicle to travel to work activities is essential. Weekends and evenings are part of a flexible work schedule. Reasonable accommodations will be made for applicants with different abilities.

Equal Opportunity Employer

LTWC prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, gender expression, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity conducted by the council. The Long Tom Watershed Council is an equal opportunity employer.

Statement on Our Commitment to Diversity, Equity, and Inclusion

At LTWC, we believe the health of the watershed is dependent upon the contributions of all people. LTWC recognizes the disproportionate impacts systems of oppression have on People of Color and Indigenous People. We believe the organization's strength depends on breaking down implicit, systemic inequities. We strive to create an inclusive and welcoming environment that grows our collective wisdom.

Core Duties and Responsibilities

- **Office and File Management**
 - Organization of both digital and paper file systems, including filing and archiving.
 - Assist in tracking 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 coordinate with local consultants to resolve problems.
 - Assist in upcoming project to consolidate staff into a single office space; coordinate with construction, IT, electrical contractors.
 - Maintain waiver forms.
 - Possibly assisting in the creation of a library and catalog of files and resources.
- **Help Manage Administrative Systems**
 - Act as a thinking partner and provide support to the Executive Director, Operations Manager, and Fiscal Manager with operations and policies.

- Identify opportunities to revise and improve operational systems and functions; implement along with the Operations Team.
- Provide administrative and systems support to other staff.
- Assist in providing oversight of database tracking system.

- **Member & Fundraising Tracking**
 - Enter information for members, donors, and partners in Salesforce including contact and relationship information. Familiarity with Access helpful.
 - Track donations, including creation of donation receipts and monthly development reports.
 - Create queries and reports in Salesforce and Access to assist the Resource Development Committee.

- **Event Coordination and Meeting Logistics**
 - Assist the Operations Manager in developing the schedule of public events for the year, including venue reservations, room setup, refreshments, and securing and overseeing volunteers. LTWC hosts six public meetings and project tours per year.
 - Assist in managing logistics for the Annual Celebration each fall, including coordinating with other staff.
 - 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 three to five community fundraisers with local businesses typically occurring at area restaurants, breweries, and wineries where LTWC receives a percentage of products sold.

- **Community Engagement Logistics**
 - Help with day-of-event 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 and newspaper calendar announcements, etc.
 - Assist with creating public meeting event pages on Facebook and with other social media posts.

- **Professional Development (1%)**
 - Attend classes, webinars, seminars, conferences, trainings or engage in professional development goals

- **Other Duties as Assigned**
 - Nothing in this job description restricts the supervisor's or organization's right to assign or reassign duties and responsibilities to this job at any time.

Knowledge, Skills, and Abilities

- Minimum two to three years of relevant professional experience
- Familiarity and comfort with nonprofit atmosphere a plus
- IT, computer and software skills (MS office 365, Salesforce, Adobe Creative Suite)
- 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.
- Nonprofit experience a plus, particularly familiarity and comfort with nonprofit atmosphere, including high commitment level and an understanding of due dates
- A shared and active commitment to the values of diversity, equity, inclusion, justice and belonging.
- Desire to work in a team-based, collaborative atmosphere and pitch in to ensure all aspects of the Council’s work are successful.

Technology Tools Used for The Job

- QuickBooks Premier Plus
- Salesforce
- Minute7
- Microsoft Office
- Google Suite
- Adobe
- Zoom
- Slack

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