



Job Announcement:
Operations Coordinator
Luckiamute Watershed Council

Position Summary

The Luckiamute Watershed Council (LWC) is accepting applications for an Operations Coordinator. Primary duties of the position will be assisting the LWC's Executive Director in managing the day-to-day operations of the LWC. Responsibilities include office, equipment, and IT management, financial management support and expense tracking, preparing for Board, committee, and staff meetings and taking minutes, website management, constituent database data entry and queries, and staff development and human resources support.

Location: LWC office, Independence, Oregon. Some on-site work will be required. Scheduling a mix of on-site and remote work is an option.

Reports to / Primary LWC Contact: The Executive Director (ED) is the Operations Coordinator's supervisor and primary point of contact.

Status: At-will, hourly, averaging 32 to 40 hours per week (0.8 to 1.0 FTE), non-exempt

Compensation: \$21 to \$23 per hour, depending on experience

Benefits: The LWC offers competitive benefits with up to 3% retirement matching after 90-day probationary period, medical, vision, and dental benefits provided (currently for employees at 32 hours per week or more), 11 floating paid holidays per year, and paid-time off.

About the Luckiamute Watershed Council

The LWC is a 501c3 tax-exempt nonprofit organization serving the Luckiamute and Ash Creek watersheds in Polk and Benton Counties. Our mission is to engage and assist landowners and communities in the voluntary protection, restoration and enhancement of the Luckiamute and Ash Creek watersheds. We accomplish our mission through the work of dedicated Board and committee members, staff, volunteers, partners, and funders. Visit our website, www.LuckiamuteLWC.org, to learn more.

The LWC has embarked on an Equity, Diversity and Inclusion (EDI) journey, which includes Board and staff trainings and the development and application of an equity lens to our operations and programs. The Operations Coordinator position will participate in and help support this work. We believe that diverse perspectives strengthen an organization and encourage people with diverse backgrounds and life experiences to apply. The LWC is an equal opportunity employer and prohibits 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.

Job Duties and Responsibilities

Operations Management and Support

- Manage supplies and equipment inventory including organizing, ordering, and maintaining items as needed.
- Coordinate and supervise an equipment reservation and check-out system.

- Organize electronic and paper filing systems, including scanning, filing, and archiving.
- Manage office logistics and oversee office space and IT needs (phone, internet, computers, software, and other office equipment). Retrieve and process mail. Support a clean and organized office environment.
- Troubleshoot technology issues and / or coordinate with IT consultant to resolve problems related to the function of the phone, internet, computers, and other IT assets.
- Track grant and contract end dates and reporting deadlines.
- Create and update procedures for office operations, file management, and equipment management and maintenance.
- Complete other administrative or operational tasks as assigned.

Financial Management Support, Expense and Budget Tracking

- Assist the ED in managing accounts payables and receivables, including preparing payroll entries, check requests, and other documentation for the contracted bookkeeper. Review entries for quality assurance.
- Maintain and update expense tracking systems for various grants and funding sources using Excel and QuickBooks.
- Update financial summary and bank reconciliation tracking systems for monthly Finance Committee review.
- Pull financial data as needed to generate reports and prepare reimbursement requests for funders.
- Assist ED with annual budget preparation and budget to actual review and reporting.

Meeting Logistics and Event Support

- Provide direct support to the ED for Board and committee meetings. Prepare and distribute meeting materials for Board and committee meetings. Arrange for meeting venues and setup for in-person / hybrid meetings including preparing and assembling materials, transporting materials, setting up the room and A/V equipment, and arranging for refreshments. Clean-up and break down after meetings. Take meeting minutes for Board and committee meetings, distribute, and incorporate feedback and edits as needed.
- Work with the ED, Outreach Coordinator (OC), and relevant committees to plan for and arrange logistics for Education and Outreach events and Fundraising events throughout the year.

Website, Domain, and Social Media Management

- Create and update content on the LWC's website.
- Update and create web pages and / or work with consultants to update and add to the website.
- Oversee upcoming transition of the LWC's web domain and email provider.
- Assist the OC with social media postings.



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Constituent Database Management and Development Assistance

- Assist the OC with all data entry into constituent database including contact information, donations, event attendees, volunteer hours, and project participants. Conduct queries and provide reports as requested. Assist ED with donation follow-ups and thank you tasks.
- Assist with dissemination of mailouts (e.g., fundraising appeals or letters to project participants), including procuring supplies, printing and organizing materials, and stuffing envelopes.
- Track donations, including creation of annual donation receipts.

Staff Development and Equity, Diversity, and Inclusion (EDI)

- Participate in staff and Board trainings and discussions around EDI. Assist with document and policy reviews and updates to reflect the LWC's equity lens as we work to update organizational and governing documents.
- Assist ED in coordinating regular staff meetings; take meeting notes.
- Assist ED in new staff recruitment, onboarding, benefits administration, and setting up staff stations, computers, and supplies.

Minimum Qualifications/Characteristics

The position calls for a variety of skills and experiences and a willingness to learn new skills and grow into new areas. The position will coordinate the array of operational needs of the ED and program staff so that the LWC can more effectively advance its mission. Studies have shown that Black, Indigenous and People of Color (BIPOC), women, and other marginalized groups are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

- Exhibits a personal and professional commitment to equity, diversity, and inclusion.
- Three or more years' experience providing administrative and / or financial management support.
- Motivated, hard-working, ready to learn; ability to work both independently and as part of a team.
- Strong interpersonal skills. Ability to work with partners, community members, and volunteers of diverse backgrounds and perspectives.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office program suite, especially Microsoft Word and Excel.
- Strong attention to detail, accuracy, and dependability. Well-organized.
- Experience managing websites with a web-hosting service, especially Weebly. Familiarity interacting with various social media platforms. Interest in technology and proclivity for problem-solving technical issues.

- Ability to handle confidential or sensitive information appropriately and interact with various stakeholders such as partners, landowners, volunteers, and donors in a courteous and professional manner.
- Ability to attend evening and occasional weekend activities in various locations.

Desired Qualifications/Characteristics

- Experience with a constituent management system or donor database, especially Little Green Light.
- Proficient in Spanish. Ability to read and write in Spanish and provide Spanish translation for written documents and web content.
- Grant-writing and grant administration skills and experience.
- Bookkeeping experience, especially with QuickBooks.
- Valid Oregon driver's license, access to reliable personal transportation with proof of valid insurance. Work-related mileage will be reimbursed at the State of Oregon rate per the current LWC personnel policy.

Typical Work Hours / Environment: Typical hours are Monday through Friday, 8 or 9 am to 5pm; with some flexibility around start and end times. Some evening meetings, such as monthly Board meetings, are required. Meetings may be conducted either in-person, remotely, or in a hybrid format. This is primarily an office job. Presence in the LWC office will be required for some of the work week; remote works options for portions of the work week are available. Occasional physical exertion may be needed for this position to assist with transporting supplies and event set-up or clean-up. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

COVID-19 Vaccination Requirement: The LWC is committed to providing a safe, comfortable, and productive work environment for its employees. The LWC requires all staff to be fully vaccinated for COVID-19. Accommodations for exemptions will be provided as required by law.

Position Details: Full-time staff are eligible for medical benefits including medical, vision, and dental per the current LWC Personnel Policy. After a 90-day probation period, the position is eligible for SIMPLE IRA matching retirement plan benefits up to 3% match. The position is primarily funded through grant administration funds and other funding sources including donations, partner contributions, and contracts. Paid time off (PTO) will be accrued proportionally to the hours worked per the guidelines of the LWC Personnel Policy. Schedule is flexible. Some evening and weekend work may be required.

To Apply

- Submit an application via email to director@LuckiamuteLWC.org
 - **Email all materials as a single PDF document attachment and include your last name in the name of the file, for example *Harris_Operations.pdf***
 - **Use the email subject line *Operations Coordinator* when submitting your application.**
- The position is open until filled. Review of applications and scheduling of interviews will begin on April 19, 2022.
- Email questions about the position to director@LuckiamuteLWC.org



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- **To ensure prompt response, please use the email subject: *Operations Coordinator* for all emails related to the position – including questions and application submissions.**

Application Materials

- Resume, including your phone and email contact information
- Cover letter of no more than two pages, 11- or 12-point font

Hiring Process: The position is open until filled. LWC staff will begin reviewing applications on April 19, 2022. The hiring process will include an interview with a panel of LWC staff members (options for in-person or remote format). Interviews will begin in mid to late April. If selected for an interview, you will be asked to provide three references at that time. There may be follow-up conversations after the initial interview or requests for additional information such as a providing a writing sample. The top candidate will also be asked to complete a pre-employment background check. Target start date is early May but can be flexible depending on applications received and availability of selected candidate.