



WHIDBEY CAMANO LAND TRUST

NEW! OPERATIONS SPECIALIST JOB DESCRIPTION

PRIMARY LOCATION: Greenbank Farm, Local Travel Required

CLASSIFICATION: Full-time, Salaried/Non-Exempt Position

SALARY: \$40,000 - \$50,000, depending on experience

REPORTS TO: Associate and Finance Director

POSITION SUMMARY.

The Whidbey Camano Land Trust (Land Trust) is seeking a collaborative, organized and tech-savvy Operations Specialist to join our team! The ideal candidate enjoys working across multiple programs to provide administrative support and foster a positive work environment. The position will function as the hub of the Land Trust team to help achieve its mission. This is a terrific opportunity to play a key role in supporting land and water conservation in Island County.

The position is responsible for creating and implementing office operations and procedures to strengthen the Land Trust's effectiveness and efficiency. The Operations Specialist oversees IT and office administration and coordination, assists with human resource, performs financial duties, manages buildings, and leases, and takes on special projects. The position will also interact with the public, assist with outreach activities (when needed), provide Salesforce database backup and other operation tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

OPERATIONS, MANAGEMENT AND SUPPORT. (65%)

- Oversee daily operations, manage office coordination and office space, order supplies and equipment, keep inventory current and support a clean, organized, and productive office environment.
- Serve as the IT point-person across programs; oversee, organize, manage, order, and maintain all technology systems and office hardware and equipment, email accounts, calendars and coordination with consultants, as assigned.
- Track, manage and renew digital services and office infrastructure (phone, insurance, website hosting, etc.), software licensing (Adobe, MS Office, etc.), and event platforms.
- Manage office leases, buildings, and utility services.
- Take on special projects, as assigned.
- Promptly respond to inquiry emails and route calls and emails to the appropriate staff.
- Assist with human resources responsibilities, including payroll backup, on-boarding and recruitment, and coordinate and track annual evaluations.

- Provide support coordination for Land Trust events, activities, and board meetings.
- Maintain policies and procedures consistent with the Land Trust Alliance accreditation protocols and track when updates are required. Assist with reaccreditation.
- Assist in maintaining files and documents, take meeting minutes, keep efficient systems responsive to board and staff committee needs. Lead reorganization of electronic files, including purging documents, in cooperation with other employees.
- Arrange meetings, retreats, and travel, including setting up meeting rooms and other locations, as requested.
- Provide support for outreach and fundraising events including, but not limited to, RSVP's, nametags, registration, supplies and materials, and follow-up data entry.
- Provide general mailing, copying, filing, scanning and other administrative support.
- Evaluate current operational strategies and systems, recommend improvements, and implement those that are approved.
- Complete other administrative tasks as assigned

FINANCIAL ASSISTANCE AND DATABASE. (35%)

- Support the Associate and Finance Director with various aspects of budget, bookkeeping, financials, invoicing, vendor inquiries and forms, filing, and grant contracts.
- Provide backup for membership database, as needed.

REQUIRED QUALIFICATIONS AND RELATED LIFE EXPERIENCE.

MINIMUM QUALIFICATIONS.

- 3+ years of experience providing administrative support
- Demonstrated organizational skills with a keen eye for detail and quality control.
- Strong technology and computer skills with excellent proficiency with software including Microsoft Office Suite.
- Particularly good interpersonal, verbal, written and listening communication skills.
- Flexible, able to manage competing priorities and operate in an often-changing work environment while maintaining sense of humor and perspective.
- Good interpersonal and teamwork skills with a friendly personality and great attitude.
- Ability to lift 30 lbs.
- Valid, insurable driver's license
- Must pass background check.

PREFERRED KNOWLEDGE, SKILLS AND EXPERIENCE.

- Database experience (Salesforce a plus)
- Use of QuickBooks and/or financial data entry
- Experience in nonprofit environments
- Associate or bachelor's degree in relevant field

BENEFITS. The Land Trust values work-life balance; its work culture supports and inspires conservation achievement and personal development.

- Full premium coverage for employee's medical, dental and vision insurance (family coverage available for purchase);
- 11 paid holidays;
- 12 vacation days annually, increased with tenure;
- 12 sick days annually;
- 3% matching SIMPLE retirement plan;
- Washington Paid Family and Medical Leave Program pursuant to state rules and eligibility;
- After successful onboarding, there can be some flexibility in schedule and work-from-home;
- Dog-friendly office with pre-qualified dog and employee; and
- Professional development and training opportunities.

TO APPLY. Submit a cover letter describing your qualifications and related life experience, along with your resume, via email to: jobs@wclt.org. No phone calls please! Deadline for applications is April, 24, 2022. Position open until filled.

The office is a smoke-free and fragrance-free workplace. The Whidbey Camano Land Trust is an equal opportunity employer, committed to diversity, equity and inclusion.