



Job Announcement: Operations Manager

Organizational Overview: Columbia Riverkeeper (Riverkeeper) is a successful nonprofit organization that unites communities to fight for clean water and our climate. Riverkeeper advances high-profile campaigns to recover healthy salmon populations and protect the Columbia River from fossil fuels, toxic pollution, the Hanford Nuclear Site, and other threats facing Columbia communities and salmon habitat. Our work is featured in national media, including CNN, the New York Times, Wall Street Journal, and the Los Angeles Times.

Across our campaigns, we promote equity, diversity, and inclusion in environmental decisions and our own actions. This includes working in solidarity with Tribal Nations to achieve common goals. [Our team](#) includes community organizers, scientists, communications specialists, and attorneys. To learn more about our commitment to justice, equity, diversity, and inclusion, [click here](#).

Location: Hood River, OR. Work is temporarily mostly remote due to the pandemic. Once the office reopens, this position will work from our Hood River office most days with some work-from-home possible.

Job Type: 40 hours per week

Position Description: The Operations Manager helps Riverkeeper succeed! The position will ensure that the organization runs smoothly. It serves a vital role by providing administrative, operations, and human resources support. The Operations Manager will run the office operations, provide technical support, and assist with bookkeeping. The applicant must be comfortable with technology, detail-oriented, efficient, and able to manage several projects at once. This position is a great opportunity to develop skills in managing a non-profit.

The position will:

Office Management

- Manage the organization's offices, supplies, and equipment, including anticipating needs and planning for upgrades.
- Communicate with staff, board, members, funders, vendors, and the public in person, on the phone, and over email in a friendly, energetic, and professional manner.

Technical Support

- Manage and maintain organizational hardware and software systems in coordination with IT consultants.
- Provide technical support and training to staff members in basic organizational systems including G Suite (Gmail, Calendar, Drive).
- Identify systems/operations improvements and solutions for the organization and create plans for implementation and ensure continuous improvement.

Finance

- Process incoming donations and grants while maintaining accurate records.
- Manage accounts payable, ensuring all invoices are paid promptly and accurately.

Staff Support

- Assist the Executive Director and other staff by arranging travel, scheduling meetings, and other tasks.
- Support Riverkeeper events, including planning, vendors, set-up and breakdown.

Human Resources

- Support onboarding and offboarding staff.
- Assist in hiring new staff by managing job postings and processing incoming resumes.

Other duties as needed.

Required experience and qualifications:

- Minimum of two years administrative or equivalent experience working in an office environment.
- Strong organizational skills with the ability to manage multiple tasks, meet deadlines, and work under pressure without compromising quality.
- Demonstrated ability to work independently, proactively, and exercise sound judgment in problem solving and maintaining confidentiality with sensitive information.
- Skill and comfort in managing/troubleshooting multiple software products with a desire to learn new systems and to assist staff in troubleshooting and learning technology.
- Desire to work with diverse populations and infuse equity, diversity, and inclusion into operating procedures.
- Ability to maintain a cooperative and harmonious working relationship with staff.
- Passion for clean water and a healthy environment.

Desired experience:

- Experience with Google Suite and database management software.
- The ability to work outside regular business hours, on occasion.
- Experience with non-profit operations.
- Spanish fluency is a plus.

**A note to potential candidates: Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's welcome. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.*

Salary & Benefits: \$42,000 - \$47,000, depending on experience. Benefits include 100% employer paid medical and dental insurance, generous vacation package, 401(k) employer contribution and matching, an encouraging and flexible work environment, training, and career growth opportunities.

To Apply: Send an email to info@columbiariverkeeper.org with the subject line "Operations Manager." Please include a single pdf attachment titled "Your Last Name.Your First Name," containing 1) cover letter, 2) resume, and 3) list of at least three professional references. Include your professional relationship to each reference. No phone calls please.

Application Deadline: October 7, 2021, early applications encouraged.

Start date: Flexible, prefer immediate.

Columbia Riverkeeper is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.