



Job Announcement: Operations Assistant

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: Portland or Hood River, Oregon.

Status: Part-time Employee; Non-exempt position 24 to 32 hrs per week with the potential of full time in the future.

Position Description: The Operations Assistant supports Columbia Riverkeeper's office operations and assists the development team. The Operations Assistant will gain skills in running a successful non-profit organization.

Responsibilities:

- Oversee office operations, including maintaining supplies, office computers, and other technology.
- Assist the Executive Director and other staff by arranging travel, scheduling meetings, and other tasks.
- Complete basic bookkeeping tasks, including accounts payable and receivable.
- Process donations, enter data, and keep accurate bookkeeping records.
- Provide IT support to staff as needed: setup new computers, load software, updates on office equipment.
- Act as a liaison to Riverkeeper contractors.
- Help organize events and fundraisers.
- Provide support for human resources staff, including processing paperwork for health insurance and retirement.
- Communicate with members and the public in person, phone, and email.
- From time to time, the Operations Assistant serves on Riverkeeper's internal Justice, Equity, Diversity, and Inclusion Team to help Riverkeeper advance our racial equity plans.
- Other tasks as required.

Required Qualifications and Skills:

- Ability to manage several projects at one time and see them to completion.
- Attention to detail and highly organized. Must be great at following up on tasks.
- Communicative, collaborative, proactive and self-directed;
- Friendly and approachable as this position will be the first impression visitors have of the organization and provides daily operational support to all staff.
- Ability to use discretion and maintain confidentiality at all times.
- Commitment to racial equity and justice principles.

Preferred Qualifications and Skills:

- QuickBooks experience.
- Experience interacting with members or customers.
- Familiarity with Google suite.
- Enthusiasm for learning and using online tools, such as Zoom and Asana.
- Interest in smooth-running operational systems.

**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. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.*

Reports to: Operations Manager

Salary & Benefits: \$18 to \$20 per hour, depending on experience. Benefits include medical and dental coverage, a generous vacation package, paid holidays and personal days, paid parental/family leave, 401k with employer contribution, annual continuing education and self-care allowance, and an encouraging and flexible work environment.

To Apply: Email a cover letter, resume, at least three references to info@columbiariverkeeper.org with the subject line "Operations Assistant Job." If possible, please combine the cover letter, resume, and references into a single PDF attachment titled "LastName.First Name Operations Asst."

Application Deadline: July 26, 2022. Consider applying early; the Hiring Team will review applications on a rolling basis.

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.