



## Job Announcement: Operations & HR Manager

**Organizational Overview:** Columbia Riverkeeper is a successful nonprofit organization that unites communities to fight for clean water and our climate. Columbia 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](#), and to learn more about our values, [click here](#).

**Location:** Portland, OR or Hood River, OR. The Operations & HR Manager is expected to work primarily from the office, with the option to work remotely one-day per week. Note: Work-from-office expectations are subject to change as Riverkeeper evaluates post-pandemic policies. Depending on the office location, the position requires periodic travel to the Portland/Hood River office and occasional travel within the region for events and meetings.

**Job Type:** Full-time; Exempt Position.

**Position Description:** The Operations & HR Manager works to infuse equity, diversity, and inclusion into the employee experience, human resources, and operating procedures and practices. This person is responsible for ensuring Columbia Riverkeeper's (Riverkeeper) policies and procedures are consistently and equitably implemented and periodically updated. The Operations & HR Manager assists with financial management and provides administrative support to the organization. The Operations & HR Manager is responsible for working independently and in a team; managing multiple tasks and meeting deadlines; giving and receiving constructive feedback; and maintaining cooperative and respectful working relationships with staff.

The position requires occasional evening and weekend work and travel.

### Responsibilities:

- **Human Resources:** The Operations & HR Manager oversees the Organization's HR functions and will infuse our values of equity, diversity, and inclusion into all aspects of the employee experience. This position is responsible for oversight of the employee life cycle, including: administration of compensation and benefits, including 401k and healthcare plans; ensuring compliance with all federal, state, and local employment laws and regulations; collaborating with the Supervisors Team on training, development, and coaching initiatives; acting as the primary point of contact for employee inquiries and concerns according to policy, which includes addressing questions, grievances, absences, etc., mediating disputes, hiring mediators and participating in mediations, participating in

disciplinary and termination meetings, and conducting exit interviews; and collaborating on staff morale and appreciation initiatives.

- Finance: The Operations & HR Manager plays a vital role in ensuring adherence to Riverkeeper's Fiscal Policies and Procedures through timely and accurate payroll processing; supporting the Executive Director and Finance & Administration Director to develop and oversee implementation of the annual organizational budget, grant budgets, and program budgets; and supporting the Finance & Administration Director in processing incoming donations and grants, maintaining accurate records, and in completing a clean annual audit with an outside auditor.
- Operations and Office Management: The Operations & HR Manager serves as a project manager, hires and manages contractors, and may, in the future, supervise employees. This position will assess systems and recommend best practices and upgrades, anticipate staff and organizational needs, and oversee timely submissions of business filings and insurance. If based in Hood River, the Operations & HR Manager will oversee the office operations, including ordering supplies and equipment.

### **Required Qualifications and Skills:**

- Six or more years of progressive Human Resources experience
- Experience working with a diverse staff and infusing equity, diversity, and inclusion into all aspects of the employee experience.
- Demonstrated understanding of Federal, State, and regional employment laws and regulations.
- Training in restorative justice, mediation, or trauma-informed facilitation, or a demonstrated ability to use tact and diplomacy when dealing with sensitive issues.
- Strong professional ethics and sensitivity in dealing with confidential information.
- Ability to connect and build trust quickly with a variety of people and communicate respectfully. Excellent interpersonal skills, strong verbal and written communication skills.
- Ability to analyze problems, gather pertinent data, and recommend solutions.
- Strong organizational skills with the ability to exercise sound judgment while managing multiple tasks, meeting deadlines, and working under pressure without compromising quality.
- Strong attention to detail.
- Ability to work proactively and independently, as well as the ability to collaborate with colleagues and play a supportive role in team settings.
- Ability to participate in challenging discussions, allow space for a diversity of thought and life experience, and maintain a cooperative and respectful working relationship with staff.
- Bachelor's Degree, or a comparable combination of experience and education.
- Passion for clean water and a healthy environment.

### **Desired experience:**

- A certification such as PHR or SHRM-CP.
- Experience with an Human Resources Information System, and/or an applicant tracking system.
- Experience with Google Suite and database management software.
- 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:** \$70,000 - \$85,000, 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:** Email a resume and a short cover letter and three professional references to [info@columbiariverkeeper.org](mailto:info@columbiariverkeeper.org) with the subject line "Operations & HR Manager Job." If possible, please combine the cover letter, resume, and references into a single PDF attachment titled "Last Name.First Name Operations & HR Manager."

**Application Deadline:** November 26, 2023. Consider applying early; the Hiring Team will review applications on a rolling basis.

**Start date:** Preferred start in January 2024.

*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, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.*