



*Inspiring and supporting  
voluntary stewardship of  
the Marys River watershed.*

## **Job Announcement: Operations Coordinator**

**Marys River Watershed Council (MRWC)** is searching for a full-time Operations Coordinator. Primary duties of the position will be assisting the MRWC's Executive Director in managing the day-to-day operations of MRWC. Responsibilities include office, equipment, and IT management; financial management support and expense tracking; meeting facilitation; fundraising support; website management; constituent database data entry and queries; and staff development and human resources support. This is a new position to the organization, so it will require initiative to help define and clarify roles and responsibilities.

### **Reports to MRWC Executive Director**

**Status:** At-will, full-time, exempt salaried position

**Compensation:** Range of \$50,000 to \$65,000, commensurate with experience.

**Benefits:** MRWC offers a competitive package of medical, vision, and dental insurance, paid time off, and up to 3% retirement matching in a SIMPLE IRA.

**Location:** This position is based out of the Marys River Watershed Council office in Corvallis, Oregon. The position requires the successful applicant to be locally-based.

### **Recruitment Timeline:**

Position posted – November 8, 2024

Preferred application deadline – December 3, 2024

Position is open until filled. Review of applications and interviews to begin immediately.

**Why join the MRWC team:** The MRWC team is a group of fun-loving, hard-working folks who care about the Marys River and those that call the watershed home. Other perks of the role include a dog-friendly workplace and the potential option of occasionally working remotely once the applicant has successfully acquired all the necessary skills and experience.

MRWC has embarked on an Equity, Diversity and Inclusion (EDI) journey, which includes Board and staff trainings and the development and application of an equity framework 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. MRWC 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.

## **Position Duties and Responsibilities**

### **Operations and Management Support (15%)**

- 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.
- 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.

## **Marys River Watershed Council Job Announcement:** **Operations Coordinator**

- 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.
- Assist ED and staff with grants and contract management. Track 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 (35%)**

- Assist the ED in managing accounts payables and receivables, including preparing payroll entries, check requests, and other documentation. 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 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 (5%)**

- Work with the ED and staff to plan and arrange logistics for meetings, as well as education, outreach and fundraising events throughout the year. Provide direct support for both in-person and online events.
- Assist with tours, presentations, public meetings, site visits, and volunteer events at restoration sites, and support planning and implementation.
- 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 events. Take meeting minutes and distribute, and incorporate feedback and edits as needed.
- Other meeting, fundraising, and event support tasks as assigned.

### **Website and Social Media Management (10%)**

- Create and update web pages and content on MRWC's website.
- Update and create Mailchimp e-newsletters and social media posts (Facebook, Instagram, & LinkedIn).

### **Grant Writing and Project Support (15%)**

- Help to research funding opportunities and prepare and review grant proposals and budgets.
- Assist the ED and staff with restoration, education, and outreach projects as assigned.

### **Fundraising Support and Constituent Database Management (5%)**

- Assist the ED and the Board with fundraising, including with the creation and dissemination of fundraising appeals, written thank you notes, event invites, program announcements and other support.
- Manage data entry into constituent database (Little Green Light) including contact information, donations, event attendees, volunteer hours, and project participants. Conduct queries and provide reports as requested. Track donations, including creation of annual donation receipts.
- Work closely with ED to track annual individual contributions and develop annual fundraising strategies.

### **Staff Development and Equity, Diversity, and Inclusion (5%)**

- Help to drive a culture of change within the organization and support MRWC's commitment to increasing diversity, equity and inclusion in our work and in the greater watershed community.

## Marys River Watershed Council Job Announcement: Operations Coordinator

- Participate in staff and Board trainings and discussions around EDI. Assist with document and policy reviews and updates to reflect the MRWC's equity action framework.
- Assist ED in new staff recruitment, onboarding, benefits administration, and setting up staff stations, computers, and supplies.

### Other Duties (10%)

- Develop and update procedures for common tasks.
- Ensure regular file back-ups, proper data and file management and maintain accurate administrative records for payroll, mileage and expense tracking.
- Maintain communication through phone calls, emails, site visits and all relevant methods.
- Attend trainings, workshops and conferences as requested by ED and Education and Restoration Program Director (ERPD).
- Other duties assigned by the ED and ERPD.
- Attend occasional evening and weekend activities in various locations throughout and outside of the watershed.

### What we'd like to see

The position calls for a self-starter who can work across all of MRWC's programs. The ideal candidate will be a detail-driven team player with a willingness to learn new skills and grow into new areas. We are looking for someone with strong communication and time management skills who values learning and having fun.

We encourage applicants from all backgrounds to apply, even if you do not meet all of the preferred qualities below. 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 and how not only your professional and educational experiences, but traditional, lived, and volunteer experiences contribute to meeting qualifications.

### Desired Qualifications and Qualities

- Financial management, grants management, business administration, bookkeeping, and/or experience in another closely related field. This experience could come from any of the following:
  - A related Bachelor's degree with at least 2 years of relevant experience;
  - – or – Three years of relevant experience.
  - – or – Five years of other lived experience (please specify in cover letter).
  - – or – Any combination of the above.
- Strong attention to detail, accuracy, and dependability. Ability to document and track data in an organized fashion.
- Experience working with Microsoft Excel required.
- Experience working with Google Suite and Microsoft Office required.
- Proficiency with social media engagement, web design, and document design is highly desired.
- Experience working with QuickBooks is a major plus.
- Experience managing websites with a web-hosting service, especially Wordpress, is a major plus.
- Interest in and an aptitude for technology and proclivity for problem-solving technical issues is highly desired. We are seeking someone with a desire for and openness to research, learn, adopt, interface, tinker with, and teach others about new technologies, tools, and systems.
- Experience with Little Green Light or another customer relations management tool is a major plus.
- Motivated, hard-working, ready to learn; ability to work both independently and as part of a team.
- Ability to handle confidential or sensitive information appropriately and interact with various partners, landowners, volunteers, and donors in a courteous and professional manner.

## Marys River Watershed Council Job Announcement: Operations Coordinator

- Excellent interpersonal communication skills, both verbal and written.
- Familiarity and comfort with a non-profit atmosphere is a plus.
- History of successful grant writing is a major plus.
- Experience of applying for and managing local, state, and federal grants is a major plus.

**To Apply:** Please submit the application materials below by email to [recruit@mrwc.org](mailto:recruit@mrwc.org) with the subject line “MRWC Operations Coordinator.”

- Resumé, including phone and email contact information.
- Cover letter of no more than two pages, 11 or 12 point font
- References and a short writing sample will be requested of final candidates.

**All emails related to the position** – including questions and application submissions – must have “MRWC Operations Coordinator” in the subject line. Failure to do this or to submit any of the required application materials may result in disqualification. This position is open until filled; we encourage early applications, as interviews will begin immediately.

### Additional Position Details

- **Physical Condition Requirement:** Duties combine both indoor and outdoor tasks. This job requires sitting at a desk and talking on the phone. There are occasional outdoor meetings, tours and field trips that will require walking and standing, potentially on uneven ground and in streams. This job requires transporting supplies, meeting materials and boxes, which may require moving 40+ pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
- **Finalists for this position will be subject to a computerized criminal history, driving history and abuse background check.** Adverse background information will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- **Finalists for the position will be asked to provide 3 professional references,** including at least one reference from a previous supervisor. Adverse information from any reference will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- **Finalists for the position must have a valid Oregon driver’s license** (or the ability to obtain one within 30 days of hire) and reliable personal transportation with proof of car insurance. Work-related mileage will be reimbursed at the current IRS rate.
- **MRWC does not offer visa sponsorship.** Within three days of hire, the successful applicant will be required to complete the US Department of Homeland Security’s I-9 form confirming authorization to work in the United States.

**About Marys River Watershed Council:** MRWC is a 501(c)3 watershed organization that works to inspire and support voluntary stewardship of the Marys River watershed. Formed in 1996, the Council partners with landowners to enhance and steward our streams, forests, and prairies, and we also partner with our local schools to provide outdoor education opportunities for children to learn more about Oregon’s wonderful natural resource legacy. We have a small staff and we engage with an active group of volunteers, partners, and landowners to complete our mission and strategic goals. More information: [www.mrwc.org](http://www.mrwc.org).

**Marys River Watershed Council is committed to equity as a core organizational value.** MRWC 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 in employment in any program or activity. The MRWC believes that diverse perspectives strengthen an organization and encourages people with diverse backgrounds and life experiences to apply. For more information on the position, contact Holly Purpura, MRWC Executive Director, at 541-758-7597 or at [Recruit@mrwc.org](mailto:Recruit@mrwc.org).