



May 28, 2021

Operations Coordinator Job Posting

Job Title: Operations Coordinator

Salary: \$37,000 - \$42,000 plus benefits

FLSA Status: Permanent full-time, non-exempt

Reports To: Associate Director

Location: Lacey, WA

Application Deadline: June 11, 2021, for initial application review. Open until filled.

Capitol Land Trust is seeking an **Operations Coordinator** who is passionate about local land conservation and has a strong desire to be a part of our community. Do you like to work behind the scenes? Are you looking for work that really matters? Does your heart sing when numbers match down to the penny? This could be the job for you.

As Operations Coordinator, you'll be responsible for maintaining the financial books and underlying operational systems that make our conservation work possible. You'll also play a key role in creating a highly functional and positive work environment for our staff and volunteers. We're looking for someone who has enthusiasm to learn new things, improve efficiency, and be part of a collaborative team focused on connecting people and conserving land. Previous accounting experience is not required. If you're a fast learner, comfortable with numbers, and have a high attention to detail, we can train you and provide support along the way.

CLT has a culture of positivity, empathy, and gratitude that is shared by its 10 staff and 15 board members. Giving staff the tools and support they need to be successful is prioritized and self-care is encouraged. All current CLT staff are still working remotely. Due to system constraints, the Operations Coordinator may need to work at our office in Lacey, WA, to complete certain tasks.

We understand this may be a strange and challenging time to start a new job, with many people juggling increased responsibilities at home. For the right candidate, we're open to considering flexible scheduling options, such as working less traditional hours and/or starting part-time and increasing to full-time later in the year.

DUTIES & RESPONSIBILITIES

Accounting (65% time allocation)

- Maintain integrity of internal financial books (using QuickBooks) in an accurate and timely manner, including processing payroll, managing restricted funds, managing accounts payable and receivable, billing grants, and reconciling accounts.
- Monitor cash accounts and initiate transactions within preset parameters.
- Ensure compliance with all state and federal payroll tax reporting requirements.
- Adhere to CLT's Financial Management Procedures.

- Create financial reports to assist the Board of Directors and leadership in governing the organization.

Administrative Support (30% time allocation)

- Assist in the planning and implementation phases of staff returning to the office when it is safe and practical to do so.
- Be a welcoming first point of contact for people who reach out to the organization by email, phone, and in-person.
- Foster a work environment characterized by excellence, teamwork, equity, creativity and professionalism.
- Continually look for opportunities for the organization to optimize resources.
- Manage administrative volunteers to increase capacity of the organization.
- Maintain required records, files, documents and archives in accordance with the Records Policy.
- Ensure all insurance policies, government registrations, and organizational memberships are renewed on time.
- Provide technical assistance and serve as liaison to the organization’s contracted IT support administrator.
- Perform other duties as assigned.

Member Engagement (5% time allocation)

- Assist with fundraising and outreach events as needed.
- Develop strong, mutually beneficial relationships with our members that result in our community being more engaged with, and enjoying the benefits of, our conserved lands.

QUALIFICATIONS

Required:

- Demonstrated interest and ability in learning new systems.
- Excellent and professional interpersonal skills in person and by phone.
- High degree of comfort in working with percentages, ratios, fractions, decimals, and basic algebra.
- Highly organized and detail oriented with excellent time management skills.
- Proficiency in Microsoft Office and Google Drive.
- Comfort with technology, working independently and administrative tasks.
- Ability to take initiative and identify opportunities to improve systems and processes.
- Valid Washington State driver’s license and ability to perform out-of-office errands.

Preferred:

- Understanding of non-profit, accrual-based accounting.
- Proficiency in QuickBooks and intermediate Excel skills.
- Experience working with non-profit organizations and volunteers.

SALARY AND BENEFITS:

CLT offers a comprehensive benefits package and a supportive work environment with opportunities for professional development. The benefits package includes paid vacation, holidays, and sick leave. CLT pays 100% of health, vision and dental insurance for full-time employees and contributes to a retirement

plan. We value work/life balance and can accommodate a flexible schedule. This is an equal opportunity, full-time, non-exempt, position located in Lacey, WA.

APPLICATION INSTRUCTIONS:

For consideration, please email your resume, list of references, and cover letter to info@capitolandtrust.org as a single pdf. Include “Operations Coordinator” in the subject line.

About Capitol Land Trust:

Capitol Land Trust, established in 1987, conserves vital natural areas and working lands in the South Puget Sound and Chehalis River watersheds, for their ecological and community benefits. Our 2021-2025 Strategic Plan sets forth ambitious goals for protecting marine shorelines, wetlands, rivers and their connected forests, and working lands. It also sets forth ambitious goals to more deeply engage the communities where we work by increasing community connection and support through hands-on engagement with Capitol Land Trust properties and activities.

ORGANIZATION VALUES:

Recognizing and respecting diverse values and interests, we identify common ground and shared community goals, make the most of limited funding, solve problems, and build partnerships to accomplish these goals. Our work adheres to high standards indicated by our national accreditation by the Land Trust Accreditation Commission. We continually strive to maintain and improve effectiveness, efficiency and accountability. These aspirations are built on a foundation of organizational values, which include:

- *Listening* – We genuinely listen to each other, valuing different opinions. Over the next five years, we know that we cannot grow and improve without feedback from our members and greater community. As we take on new projects and develop new partnerships, listening with intention and sincerity and receiving feedback and suggestions with grace will be a vital part of our success.
- *Continuous improvement* – We offer and seek personal and professional development to advance our skills and stay current with trends in conservation.
- *Integrity* – We act with honesty, transparency, fairness and respect in all aspects of our operations.
- *Collaboration* – We actively seek diverse partners and perspectives as we develop programs and projects. This collaboration includes communities that have not traditionally been part of the conversation.
- *Strategic investment* – We use our broad expertise to make the most strategic investments of CLT’s time and money, looking for conservation projects which have lasting impact.
- *Stewardship* - We steward these places and partner in our communities so these conserved landscapes can endure, supported by generations of conservation leadership and hard work.