

Friends of the Dunes Humboldt Coastal Nature Center

JOB ANNOUNCEMENT

Title: Operations Manager
Location: Manila, CA
Reports to: Executive Director
Time Base: 20-25 hours per week; some evening and weekend hours required
Status: Regular, Non-exempt
Pay Rate: \$13 - \$18/hour DOE; PTO (vacation/sick leave) and 5 paid holidays annually on a pro-rated basis per days/hours worked
Available: Immediately (June, 2017)
Deadline: Open until filled
Application Process: Send Cover letter, resume and references to kim@friendsofthedunes.org

Nature Center Hours of Operation: 10 am to 4 pm, Thursday - Tuesday.

Responsibilities:

The Operations Manager is responsible for a variety of administrative, customer service, and fiscal management tasks that support the daily functions of the Humboldt Coastal Nature Center. The Operations Manager serves as the first point of contact to callers and visitors and is expected to deliver outstanding customer service to all entering the Nature Center and faithfully representing Friends of the Dunes to our partners and the public. This person will be expected to develop a comprehensive understanding of Friends of the Dunes programs and operations in order to assist other staff, partnering organizations, and volunteers to fulfill our mission of promoting conservation of coastal habitats through community supported education and stewardship programs.

Tasks:

- Answer phone and email inquiries
- Opening and closing Nature Center building
- Keep office supplies stocked and organized
- Maintain computers, software, and other office equipment
- Coordinate maintenance of the building and other facilities with the Facilities Manager
- Maintain calendar of Nature Center events
- Schedule and oversee facilities rentals
- Maintain member, donor and volunteer database and manage paper and electronic files
- Track grant applications, work plans, contracts, project budgets and related invoices
- Assist Outreach Coordinator with newsletter layout and production
- Assist with volunteer recruitment, training, and coordination
- Collect and distribute mail and maintain general email inbox
- Maintain operational procedures and keep staff updated on any changes
- Assist with fundraising and special events
- Generate and maintain personnel documents
- Order and track gift shop inventory
- Train, schedule, and supervise Visitor Services volunteers

Minimum Qualifications:

- Associates Degree or higher
- At least 2 years work experience in office administration or management
- At least 2 years work or volunteer experience with a non-profit organization
- Proficient in Microsoft Office and Google programs for PC
- Excellent verbal and written communication skills, strong organizational skills, self-motivated
- Knowledge of basic bookkeeping and accounting principles

Desired Qualifications:

- Knowledge of Adobe software and desktop publishing techniques
- Grant writing and research experience
- Knowledge of Federal, State, and local grant funding agencies and their budgeting and invoicing requirements
- Basic understanding of coastal ecology and ecosystem restoration
- Familiarity with Friends of the Dunes mission and programs