

# Friends of the Dunes Humboldt Coastal Nature Center

## JOB ANNOUNCEMENT

**Title:** Operations Assistant  
**Location:** 220 Stamps Lane, Manila, CA  
**Reports to:** Executive Director  
**Time Base:** 20-25 hours per week; some evening and weekend hours required  
**Pay Rate:** \$12 - \$15/hour DOE; PTO (vacation/sick leave) and 5 paid holidays annually on a pro-rated basis per days/hours worked  
**Deadline:** Open until filled  
**Application Process:** Send Cover letter, resume and 3 references to [kim@friendsofthedunes.org](mailto:kim@friendsofthedunes.org)

### Responsibilities:

The Operations Assistant 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 Assistant 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. Nature Center Hours of Operation: Wednesday – Sunday, 10 am to 4 pm.

### 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
- Maintain calendar of Nature Center events
- Schedule and oversee facilities rentals
- Assist Outreach Coordinator with newsletter layout and production
- Assist with volunteer recruitment, training, coordination and maintaining volunteer database
- Collect and distribute mail and maintain general email inbox
- Assist with fundraising and special events
- Manage gift shop inventory
- Train, schedule, and supervise Visitor Services volunteers
- Other tasks as assigned

### Minimum Qualifications:

- Associates Degree or higher
- At least 2 years work experience in office administration or management
- Proficient in Microsoft Office and Google programs for PC
- Excellent verbal and written communication skills, strong organizational skills, self-motivated

### Desired Qualifications:

- Knowledge of basic bookkeeping and accounting principles
- Knowledge of Adobe software and desktop publishing techniques
- Grant writing and research experience
- Basic understanding of coastal ecology and ecosystem restoration
- Familiarity with Friends of the Dunes mission and programs