



JOB DESCRIPTION: OPERATIONS MANAGER

**MARCH 2018
BISHOP, CALIFORNIA**

POSITION & RESPONSIBILITIES SUMMARY

Join Eastern Sierra Land Trust's growing team in beautiful Bishop, CA, and you'll be working each day to protect the land, water, and wildlife that make this region so special. We're looking for a detail-oriented self-starter to fill the new Operations Manager position. The Operations Manager will work closely with the Executive Director to ensure the organization runs as smoothly and efficiently as possible in a fast-paced and energetic environment.

Duties and Responsibilities to include but not limited to:

Operations

- Provide high-level administrative support to Executive Director by handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings, preparing board and committee materials, conducting research; deliver a quarterly Operations Report to the ED.
- Ensure the organization has a safe, healthy and professional work environment, with adequate technology, supplies and other resources for staff to perform their duties.
- Manage the Compliance Calendar and regulatory filings; track grant compliance, deadlines, invoices and payments. Handle insurance and all risk management; banking as needed.
- Ensure proper filing and archiving of all organizational documents; manage digital storage on the server; manage passwords sheet.
- Manage all staff-accessible calendars with Google (events, holidays, meetings, birthdays, etc).
- Process and distribute all incoming mail; assist with bill payments and tracking; provide materials and reports to bookkeeper and ED in timely and organized manner.
- Maintain, update and implement all HR, operations and records management policies and procedures in accordance with Land Trust Alliance Standards and Practices and legal requirements; ensure compliance across the organization.
- Support hiring, orientation and trainings, reporting and documentation of employees and employee manual; support on-boarding of new board members and update board binder.
- Staff front desk and respond to general inquiries via walk-in visitors, info@eslt.org or phone; handle incoming inquiries and complaints; route to appropriate personnel.
- Run errands as needed such as supply purchases, mail, and other off-site tasks; organize materials, food, and venue for meetings as needed.

Facilities Management

- Maintain relationships with facility vendors (propane, etc); interface with landlord for repairs and maintenance, understand lease terms and agreements.
- Monitor and maintain the aesthetic appearance and cleanliness, and assist staff in the efficient organization and storage of items in the ESLT office.

Volunteer Coordination

- Collect group volunteer hours quarterly from Board Members and Committee Members. Work with staff to gather hours for partners quarterly; enter into database.
- Organize volunteers to assist with in-office projects, such as events and member mailings.
- Work with staff to make sure liability waivers have been completed and safety protocols are followed.

Technical Support

- Manage organization's email storage and users, as well as other Google Apps, with *Google for NonProfits*.
- Troubleshoot issues with computers, phones, and copier or work with appropriate vendors.

Events

- Manage Lands & Legacy event logistics (facility, guest list, tours, etc.).
- Support team on event activities as needed.

Other duties as needed or directed by the ED.

Qualifications/Required Skills:

- Ability and desire to be in a work environment that values working as a team, relationships, and giving and receiving honest feedback
- An analytical mindset with problem-solving skills; detail-oriented, highly organized; strong time management skills
- Two years previous administrative experience, preferably in a nonprofit organization
- Ability to handle multiple tasks under pressure without losing productivity or attention to detail
- Professional attitude; team player; able to collaborate to set and meet team goals and deadlines
- Ability to exercise considerable judgment and discretion in establishing and maintaining confidentiality and good working relationships
- Strong organizational, communication, administrative, and computer skills required
- Ability to communicate warmly and clearly in person, over the phone, and through email; a good awareness of self
- Valid California Driver's license and reliable transportation
- Computer skills: Microsoft Word, Excel, Outlook, PowerPoint, Outlook, Acrobat Pro, G-Suite
- Ability and willingness to work occasional evenings and weekends
- Bachelor's degree from an accredited four-year college or equivalent experience preferred

This position reports to the Executive Director.

Compensation and Benefits

This position is part time, non-exempt and hourly at 24-32 hours per week, and has the option of growing into full time. Salary is commensurate with experience and skills (\$18 - \$22 per hour) and is eligible for pro-rated paid leave, holidays and other benefits. Normal business hours are Monday – Friday, 9:00 to 5:00. Some weekend and evening work; some out of town and overnight travel. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Based in Bishop, CA.

Please direct cover letter and résumé to: Kay Ogden, Executive Director, kay@eslt.org

Apply via email by to Kay Ogden, Executive Director. Include cover letter, resume and at least three references, two of which should be managers or supervisors. No phone calls or drop-ins regarding this position please. Applications without a cover letter will not be considered. Our intent is to fill this position in a timely manner; open until our top candidate is found. All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

Established in 2001 and Accreditation Renewal in 2016, Eastern Sierra Land Trust (ESLT) works with willing landowners to protect working farms and ranches, rare wildlife habitat, and a rural heritage that harkens back to the days of the great American frontier. We work in California's Eastern Sierra, a 14,000 square-mile region rich in wildlife and natural beauty and steeped in the history and legacy of the old West. Through strategic conservation easements that afford permanent protection for private land, ESLT enters into legal agreements with willing landowners to safeguard their land for scenic, agricultural, recreational, habitat, and watershed values. This healthy balance of sustainable uses ensures a strong local economy and protection for natural areas, wildlife habitat, and migration corridors.

Preserving the Eastern Sierra goes beyond protecting the land with legal tools. Our community outreach engages and inspires the public to take responsibility for protecting the Eastern Sierra's rural legacy. Youth are a special focus, as our next generation will soon be responsible for making decisions about land use and management. By instilling the value of conservation, we encourage an ethic of land protection that will last for decades to come. Educational activities for elementary school students include birding and natural history field trips, creative writing workshops, and pollinator and native plant gardens. For older students, ESLT organizes multi-day ecological restoration projects and tours on preserved lands, and organizes field trips to wildlife migration corridors and habitat restoration projects. Activities take place on land that has been protected by ESLT.