



## Curry County Soil and Water Conservation District

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### OPERATIONS COORDINATOR

### JOB ANNOUNCEMENT

#### **Who we are:**

The Curry SWCD is a unit of local government established in 1953 to assist landowners and agencies with resource problems through planning and on-the-ground implementation of conservation projects. The District also serves as fiscal sponsor and administrative employer for the Lower Rogue and South Coast Watershed Councils, which are state- and county-recognized entities representing the interests of local, state, federal, and tribal interest groups and local citizens dealing with watershed issues. Collectively, we refer to our relationship as the Curry Watersheds Partnership (CWP). Together the Partnership offers reliable information, technical expertise, and on-the-ground assistance to:

- Support landowners and public agencies to care for their land in ways that sustain clean rivers and streams, foster abundant fish and wildlife, and keep local farms, ranches, and forest lands productive.
- Create opportunities for local students and community members to learn about healthy rivers, streams, and forests, and about sustainable local agriculture.
- Monitor the health of our watersheds and share information with leaders and local communities.
- Bring in public and private funding from outside our county.

Find out more about us at [www.currywatersheds.org](http://www.currywatersheds.org).

#### **Position Summary**

The primary duties of the position will be assisting the District Manager with managing the day-to-day operations of the Curry SWCD and the Partnership. Responsibilities include office, equipment, and IT management; financial management support and expense tracking; preparing for Board, committee, and staff meetings; records management, including taking and disseminating minutes; data entry and queries for both the grant and constituent databases; and staff development and human resources support.

**Application Deadline:** August 31, 2022

**Status:** At-will, hourly, non-exempt, 0.5 FTE (80 hours/month) with intent of increasing to 0.75 FTE (120 hours/month) by July, 2023

**Wage Range:** \$20.69 - \$22.62/hour, DOE

**Estimated Start Date:** October 3

## **About the Position**

The Operations Coordinator will join the District Manager and the Technical Coordinator as a vital part of the administrative core for the Partnership. The position calls for a variety of skills and experiences and a willingness to learn new skills and grow into new areas. The position will coordinate the array of operational needs of the District Manager and program staff so that the Partnership can more effectively advance its mission. Responsibilities include the following:

### **Financial Management Support, Expense and Budget Tracking (50%)**

- Assist the District Manager in managing accounts payables and receivables, including preparing payroll entries, creating vendor payments, preparing requests for funds, entering deposits, and filing all supporting documentation.
- 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 District Manager with annual budget preparation and budget to actual review and reporting.

### **Operations Management and Support (35%)**

- Manage office supplies and equipment inventory including organizing, ordering, tracking, and maintaining items as needed.
- Coordinate and supervise an office equipment reservation and check-out system.
- Oversee annual update of equipment inventory.
- Organize electronic and paper filing systems, including scanning, filing, and archiving.
- 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.
- Coordinate with IT consultant to resolve problems related to the function of the phone, internet, computers, and other IT assets.
- Track grant and contract 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.

### **Meeting Logistics and Event Support (8%)**

- Provide direct support to the District Manager for Board and committee meetings. Prepare and distribute meeting materials for Board and committee meetings. 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 meetings. Take meeting minutes for Board and committee meetings, distribute, and incorporate feedback and edits as needed.

- Work with the CWP Leadership Team and relevant committees to plan for and arrange logistics for Education and Outreach events and Fundraising events throughout the year.

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

- Participate in staff and Board trainings and discussions around DEI. Assist with document and policy reviews and updates to reflect the District's equity lens as we work to update organizational and governing documents.
- Assist District Manager in coordinating regular staff meetings.
- Assist District Manager in new staff recruitment, onboarding, benefits administration, and setting up staff stations, computers, and supplies.

#### **Constituent Database Management and Development (2%)**

- Manage data entry into new constituent database. Assist District Manager with donation follow-ups and thank you tasks.
- Assist with dissemination of mailouts (e.g., fundraising appeals or letters to project participants), including procuring supplies, printing and organizing materials, and stuffing envelopes.

The position is based in Gold Beach, OR. Be advised that this is a rural service area. Applicant must have a valid driver's license, reliable personal transportation, a safe driving record, and must pass a criminal background check.

#### **Knowledge, Skills, and Abilities**

This position functions as a vital part of our small, hard-working team. Initiative, a positive attitude, and the ability to work independently and as part of a team are a must. The individual who will thrive in this position possesses a strong attention to detail, is dedicated to accuracy, and is dependable. The position requires the ability to handle confidential or sensitive information appropriately and interact with staff and various stakeholders such as partners, landowners, volunteers, and donors in a courteous and professional manner. Strong written and verbal communication skills are equally important. A high degree of independent judgment is required in selecting appropriate actions.

#### **Minimum Qualifications**

- High school diploma or equivalent and at least three years' of related work experience, or any equivalent combination of education, training, and experience which provide the knowledge, skills, and abilities required to perform the duties as described.
- Proficiency with Microsoft Office program suite, especially Microsoft Word and Excel
- Excellent written and verbal communication skills.
- Valid Oregon driver's license, access to reliable personal transportation with proof of valid insurance. Work-related mileage will be reimbursed at the State of Oregon rate per the current District's personnel policy.

#### **Desired Qualifications**

- Experience with nonprofit accounting practices

- Experience with a constituent management system or donor database.
- Interest in technology and a proclivity for problem-solving technical issues.
- Grant-writing and grant administration skills and experience.
- Exhibits a personal and professional commitment to equity, diversity, and inclusion.
- Ability to read and write in Spanish and provide Spanish translation for written documents and web content.

We are most interested in finding the best candidate for the job, and recognize that a candidate may not meet every one of our listed preferred qualifications. Lived experience may count towards the preferred qualifications. If you are excited about this position, we encourage you to apply. If you are unsure as to whether you meet the preferred qualifications of this position, please contact us to discuss your application.

The Curry SWCD is committed to creating a workplace culture that understands and appreciates differences among people and is welcoming and inclusive to all. By fostering fairness and equity in its work culture, the District strives to improve services for our constituents. We acknowledge that not all people have experienced equitable opportunities or fair treatment. We are committed to increasing our awareness and understanding of historic injustices and building a foundation for meaningful change. We value a wide range of professional and lived experiences, and people of underrepresented communities are strongly encouraged to apply.

### **Physical Demands and Work Environment**

Work is performed in an office setting. The job also includes in-person attendance at evening and occasional weekend activities in a variety of locations, and meeting frequent and multiple deadlines for mailings, meetings, grant processing, and correspondence. A varying workload may require some overtime work. Duties often vary and require knowledge of statutes, administrative rules, program processes, and procedures. Occasional lifting up to 25 lbs.

### **Compensation and Benefits**

The position serves under the supervision of the Curry SWCD District Manager. This is currently a 0.5 FTE (20 hours/wk) position with the intent of increasing to 0.75 FTE (30 hrs/wk) by July, 2023. The starting rate is \$20.69 per hour, depending on experience. The position will accrue Paid Time Off at a rate of 6% for every hour worked and is eligible for enrollment in the District's retirement program upon successful completion of the six-month probationary period. Flexible Schedule.

### **Application Process**

At the time of application, applicant must meet the minimum required qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment. Note: In addition to your related work experience and education, we will use both the minimum and desired qualifications above to determine whom to interview. Please make sure all your relevant qualifications are clearly demonstrated in your application materials. Your application materials may be evaluated on spelling, grammar, punctuation, attention to detail, and presentation.

Applicant will be subject to a background check, and a hiring offer will be extended pending positive outcomes according to Curry SWCD Board policy.

### ***Required Documents:***

1. Completed [Reference Check Authorization](#) form

2. Cover letter explaining your qualifications and experience relevant to the requirements of the position. Letter should reference sections in the applicant's résumé that address specific qualifications.
3. Résumé or curriculum vitae clearly describing and identifying your experience, skills and achievements related to the requirements of the position.
4. If claiming [Veteran's or Disabled Veteran's Preference](#) please also include copies of;
  - a. DD 214/215 or Certificate of Release or letter from VA indicating receipt of a non-service connected pension
  - b. Veteran's disability preference letter from VA unless disability status is included on DD 214/215

***Applications may be submitted in the following ways:***

- By email to District Manager, Liesl Coleman: [liesl.coleman@currywatersheds.org](mailto:liesl.coleman@currywatersheds.org). Please type "Operations Coordinator" in the subject line.
- By mail to Liesl Coleman; PO Box 666; Gold Beach, OR 97444.
- In person at the CWP office located at 29286 Ellensburg Avenue; Gold Beach, OR.

**Selection Criteria and Process**

The job announcement will remain open until filled. **Applications received by 5:00 p.m. on August 31, 2022 will be evaluated for the next round of interviews.** The selection process will involve the following steps:

1. Applications reviewed and preferred candidates selected for interviews. Veteran's Preference given. Please see attached Veteran's Preference Policy for details.
2. Preferred candidates interviewed by the CWP interview panel. Note: travel costs to participate in an in-person interview will be at the candidate's own expense.
3. References contacted and position offered to the candidate deemed most qualified for the position. In the event that an offer is not extended during this round, applications will be accepted on a rolling basis until a suitable candidate is found.

Required application forms may be obtained online at [www.currywatersheds.org](http://www.currywatersheds.org). For more information or assistance please contact the District Manager, Liesl Coleman: [liesl.coleman@currywatersheds.org](mailto:liesl.coleman@currywatersheds.org); 541-247-2755, ext 0.