San Diego Coastkeeper Operations Coordinator

Organizational Overview
Founded in 1995, San Diego Coastkeeper protects and restores fishable, swimmable, drinkable water for San Diego County. The nonprofit organization uses advocacy, science, education, community outreach and engagement, and legal action to tackle persistent and emerging water quality, water supply, and climate resilience issues across the San Diego region. San Diego Coastkeeper seeks an energetic, organized, and motivated individual to fill the position of operations coordinator.

Position Overview
The operations coordinator is responsible for overseeing and implementing daily office operations and procedures, supporting staff with administrative tasks, coordinating various membership and program activities and assisting with organizational events. The operations coordinator should be passionate about the mission and work of San Diego Coastkeeper, and must be comfortable working autonomously and as part of a team. This position reports to the executive director and development director.

Responsibilities
Operations and Administration
- Perform basic office administration tasks including, handling mail, sending bulk emails, answering office phone, conducting post office business, purchasing office supplies, and related tasks as needed to support daily office operations
- Oversee and manage contracts for internet, phone, printer and other office equipment
- Organize and maintain organization’s records, documents, and assist with both internal and external communications
- Perform basic bookkeeping support tasks including mailing checks, creating invoices, making virtual bank deposits, assisting with payroll, tracking income/expenses, and providing assistance and documentation for monthly financial reports and the annual audit process
- Provide reports and documentation to support development director in the tracking of the organizational income and programmatic budgets
- Provide administrative support, including scheduling meetings preparing agendas, taking meeting minutes, supporting communications, planning events, preparing impact reports and other tasks as needed
- Assist with the management of our databases and online platforms
- Supporting the development and implementation of HR initiatives and systems
- Provide support on recruitment and induction of new employees
- Oversee workplace health, safety and well-being, and support positive work culture
- Maintain an organized and professional office

**Fundraising Support**
- Provide support for the organization’s annual fundraising event
- Assist with donor appeals, fundraising campaigns, grant writing and outreach events as needed
- Assist with the implementation of the organization’s membership program, including track new sign-ups, mail membership packages, maintain an accurate inventory of membership supplies and promotional items, and develop and send membership communications.
- Maintain an accurate inventory of all fundraising and promotional assets, and assist with various print and digital communications, including email blasts, newsletters, social media, and organizational reports.

**Qualifications**
- Excellent written and oral communication skills, strong organizational skills, and demonstrated attention to detail
- Ability to adhere to schedules and meet deadlines
- Ability to operate standard office equipment such as computers, printers, scanners, and phone systems
- Ability to sit or stand and work in front of a computer screen for extended periods
- Ability to remain positive and focused while troubleshooting or problem-solving
- Candidate must have a strong internally motivated work ethic, and be able to work independently without supervision, or as part of a team as needed
- Proficiency with G Suite, including Gmail, Google Calendar, and Google Drive, and Microsoft Office, including Word and Excel, is required.
- Familiarity with Salesforce CRM database and accounting software such as Quickbooks is preferred
- Prior experience working in a non-profit environment is preferred
- Experience with event planning is a plus
- Knowledge of and interest in local environmental issues is a plus

**Physical Requirements**
- Mobility to work in a standard office environment using office equipment.
- Must be able to sit for long periods of time and engage in basic movements such as bending, standing, and lifting weight up to 30 pounds.
- Must have reliable transportation for travel to various meetings and events throughout the county.

**Salary, Benefits, and Terms**

**Schedule** - Full-time; permanent. Working hours will be predominantly Monday-Friday normal business hours, although occasional evenings and weekends may be required. This is a hybrid
role requiring at least two days per week in the Kearny Mesa office, with the remainder consisting of remote work. Applicants must live in or be willing to relocate to the San Diego region.

**Benefits** - Full Medical, Dental, and Vision insurance; generous paid vacation, holidays, and sick leave.

**Compensation** - $22 per hour; Full-time/40-hours per week (or $45,760 per year)

**To Apply**
Qualified candidates are encouraged to submit a cover letter and resume as a single PDF document to employment@sdcoastkeeper.org, with “YOUR LAST NAME: Operations Coordinator” in the subject line. If your application indicates a potential match for our requirements, we will contact you. Please no phone calls or email inquiries. **The deadline to apply is August 27, 2023. Applications submitted after 11:59 p.m. PST on August 27 will not be reviewed.**

San Diego Coastkeeper is committed to diversity in the workplace and is an equal opportunity employer. Coastkeeper maintains a policy of non-discrimination in regard to age, ancestry, color, creed, disability, national origin, race, religion, sex, sexual orientation, gender identity, or any other class protected by applicable state or federal law.