

Operations Coordinator

Work for one of the leading conservation voices in the California desert! The Mojave Desert Land Trust is a 501c3 with the goal of protecting the California desert ecosystem and its scenic and cultural resource values. We do this through a winning combination of land acquisition and stewardship, native plant restoration and seed banking, education, and advocacy. We have acquired nearly 90,000 acres across the California desert, and we are a record-holder in land conservation, having conveyed more tracts of land to the National Park Service than any nonprofit nationwide since 2006.

Come join our team of highly motivated and passionate staff who care deeply about our mission and one another. At MDLT, we believe in, and support workplace diversity, equity and inclusion. It is our belief that a diverse and inclusive workforce leads to better discussions, decisions, and outcomes for everyone. In recruiting for our team, we welcome the unique contributions that you can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

We are looking for an experienced office administrator to fill the position of **Operations Coordinator**. The ideal candidate will be someone who thrives in a fast-paced environment and who is able to deal effectively with changing priorities. Strong verbal and written communication skills are essential. As is the ability to interact with persons at all levels within and outside of our organization. Expert level knowledge of Microsoft Word, Outlook, PowerPoint and Adobe Acrobat Pro and Strong working knowledge of Microsoft Excel are necessary.

Starting Salary Range: \$20.00 to \$23.00 per hour depending on experience

Position Summary:

Reporting to the Director of Administration, the Operations Coordinator performs a variety of highly responsible and complex administrative duties and functions in support of the organization. The Operations Coordinator also serves as a liaison to the board of directors and leadership team. The Operations Coordinator will oversee many special projects and will be the main point of contact for onsite events. The Operations Coordinator may act as a lead person, assisting with the supervision, guidance and training of a part-time Administrative Assistant.

Roles and Responsibilities shall include but are not limited to:

Office administration

- Composes, formats, proofreads, and produces final copy of a wide variety of reports, letters, memoranda, spreadsheets, and statistical charts. Prepares, maintains, and organizes MDLT forms, reports, and documents in various media.
- Assists all MDLT departments with a variety of clerical, administrative and customer service duties.
- Performs complex administrative and technical duties and completes administrative projects; independently plans, organizes and carries out administrative assignments.
- Maintain inventory of office supplies and places orders for supplies as necessary.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Greet and welcome guests as soon as they arrive at the office and direct them to the appropriate person/department.
- Answers and screens telephone calls and forwards incoming phone calls.
- Receives, sorts and distributes daily mail.

Board Support

- Serves as the Executive Director's administrative liaison to the board of directors, including meeting planning, minutes and board files.
- Coordinates with staff to ensure their board reports are completed in a timely and accurate fashion.
- Attends board meetings; records votes on agenda items, takes minutes at the meetings, and produces and distributes minutes.
- Creates action lists for management staff from board meetings.
- Assists board members with travel arrangements, lodging, and meal planning as needed.
- Maintains discretion and confidentiality in relationships with all board members.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Event orchestration

- Coordinate on-site arrangements for all meetings and events: Assist with arranging food and beverage, order supplies and audiovisual equipment, ensure appropriate décor, and set up in conjunction with appropriate MDLT staff and volunteers.
- Serve as liaison with vendors on event-related matters.
- Assist with managing on-site production and clean up for events as necessary.
- Prepare nametags, materials, notebooks, packages, gift bags, registration lists, etc. as needed for any onsite or offsite event.
- Make meeting and other arrangements for staff as requested.

Facility operations

- Carries out regular inspections of MDLT facilities to identify and resolve issues.

- Assures MDLT facilities and equipment (i.e., electrical, mechanical, plumbing systems) are maintained in a state of repair. Proactively schedules maintenance to buildings and grounds including landscaping (excluding Demonstration Garden).
- Oversees facility maintenance, custodial services, and landscape operations (excluding Demonstration Garden).
- Ensures HVAC units are working properly including vent cleaning, filter replacement and configuring thermostats.
- Ensures gates, fences and doors are in good working order.
- Maintain safe parking lots and walkways by ensuring proper lighting, fixing potholes and trip hazards.
- Plans and coordinates installations, repairs, and refurbishments.
- Responsible for recycling and waste disposal.
- Maintains reference database of resources, vendors, and parts for facilities and related services (i.e., electrical, plumbing, roofing, heating, and air conditioning).
- Maintains and updates telecommunication system.
- Coordinates updates and repairs to internet system.

General operations

- Process all merchandise orders and works with the branding committee regarding merchandise inventory. Ensures merchandise inventory is maintained.
- Conducts bi-weekly inspections of MDLT vehicles in accordance with the vehicle maintenance policy and assures vehicles are washed regularly.
- Assists the accounting department with accounting functions such as reconciliations, accounts payable, gathering and organizing a variety of information and materials for audits, special studies and projects.
- Organizes MDLT's purchasing functions; manages inventory control, processes purchase requisitions.
- Identifies and works with vendors and supply sources to ensure timely and cost-effective delivery of supplies and materials.
- Exercises good judgement, flexibility, creativity and sensitivity in response to changing situations and needs.
- Performs other duties as assigned.

Required knowledge, skills, and traits:

- Expert level knowledge of Microsoft Word, Outlook, PowerPoint and Adobe Acrobat Pro.
- Strong working knowledge of Microsoft Excel.
- Fluency and comfort in technology, including HTML understanding.
- Actively Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Writing – must communicate effectively in writing as appropriate for the needs of the audience. Expert level English usage, spelling, grammar and punctuation.

- Judgement and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation – Actively looking for ways to help people.
- Excellent time management and organizational skills – must be detail oriented and thorough.
- Understanding of safe work practices.
- Ability to work some evenings and weekends.

Additional Required Skills and Traits:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization. Must have the ability to be discreet and properly handle confidential information.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization. Proven experience working cooperatively, effectively, tactfully and personably with a variety of people including the leadership team, support staff, students, volunteers, regulatory agencies, local government, and conservation and other professionals.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Must be able to effectively make presentations before large and small groups.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization. Must be able to work independently and under pressure at a fast and rigorous pace in response to an ever- changing demand of the position.
- **Organization:** Set priorities, develop a work schedule, monitor progress toward goals, and track details/data/information/activities. Must be extremely detail oriented.
- **Transportation:** Must possess a valid class “C” driver’s license at all times of employment and be able to safely operate a 4WS vehicle and trailer across a variety of terrain.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem in a timely, effective and efficient manner.

- **Technologically Advanced:** Proficiency in Microsoft Office Software products, Adobe Acrobat Reader or Professional, CRM/Donation Management Databases, Marketing Software, and website maintenance, preferably WordPress.
- **Flexibility:** Willingness to travel as needed and adjust shifts according to needs of the organization. Willing and able to work in a variety of terrains and weather. Must be able to evolve as the organization evolves and actively engages in furthering the development of the organization and to perform any other duties as assigned.
- **Ability to support MDLT's conservation culture and MDLT's values of Respect, Collaboration, Adaptability and Sustainability.**

Working Conditions:

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk, and sit for extended periods. Able to carry, push, pull, reach and lift objects of light to medium weight such as large binders, books, and small office equipment up to 20 pounds.
- Hearing and vision within normal ranges with or without correction.
- Communicate orally with MDLT management, co-workers, volunteers, vendors, and the public in face-to-face, one-on-one and group settings. Regularly use the telephone for communications.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Use office equipment such as computer, keyboard, and copiers. Ability to look at computer monitors for extended periods of time.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions.
- Travel by vehicle while conducting MDLT business.

The working conditions described here are representative in part of those that will be encountered by an employee in this position. Reasonable accommodations may be made to enable individuals with disabilities to successfully function in these working conditions.

Qualifications:

Education and/or Previous Work Experience

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High School diploma or equivalent
- Five (5) or more years of highly responsible administrative/clerical experience in an office environment.

- Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

Highly Desirable:

- Bachelor's degree in related field.
- Two (2) or more years of experience supporting executive-level staff.
- Work experience within an accounting or finance related position.

TO APPLY

Write to Lani Brown, Director of Human Resources (lani@mdlt.org). **Application requires resume plus cover letter addressing your reasons for interest and how your experience prepares you for this position.** Please include at least three professional references with contact information. All applications are held in confidence; references will not be contacted until later in the search process with the candidate's prior knowledge. Review of applications will begin immediately and will continue until the successful candidate is selected. Due to the ongoing COVID-19 pandemic, MDLT employees are working remotely – **NO PHONE CALLS PLEASE.**

BENEFITS

MDLT offers competitive salaries; paid vacation, sick, and administrative time; health, dental and vision insurance; 401(k) Retirement Plan with a 3% match, and 12 paid holidays per year.