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OPERATIONS COORDINATOR

Job Description

POSITION DESCRIPTION

Amazon Conservation is looking for an energetic and versatile operations professional for a full-time position supporting a range of key activities central to maintaining a high level of operational efficiency and coordination for staff in the Washington, D.C. office and around the world.

The candidate must be able to coordinate and communicate effectively with staff and other colleagues at all levels, both internal and external to Amazon Conservation, and have a proven record of taking initiative in a support role. The Operations Coordinator will report to the Finance Director.

RESPONSIBILITIES

Maintain efficient office operations, coordination, and internal communications (70%)

- Manage staff and other internal team meetings: lead the scheduling, assist in drafting and disseminating agendas and relevant materials, manage technology needs, and provide note-taking.
- Support the President in scheduling meetings within the Amazon Conservation team as well as with Board Members, external partners, and other parties.
- Manage travel and meeting logistics for staff and guests for local and international meetings, including booking flights, hotels, transportation, and meeting rooms; managing all catering, supplies, and technology needs; supporting material creation and dissemination; and communicating logistics information in a timely manner to all parties.
- Support the preparations and logistics of fundraising and other institutional events, including venue research and booking, managing all catering and technology needs, interfacing with vendors, purchasing supplies, setting up and taking down, and supporting all other staff needs.
- Manage internal planning calendars (including the international holidays calendar that may affect partners' availability, the staff vacation calendar, and others) and communicate US holidays and DC office closings in a timely manner with staff and partners outside the country.

- Serve as the organization's initial point of contact, answering phones, sorting and distributing mail, checking the organization's shared email accounts, directing inquiries to the pertinent staff in a timely manner, and greeting and assisting office visitors.
- Receive and scan checks received by mail, distribute copies to the appropriate parties, prepare deposit slips, and process deposits in a timely manner. Maintain general office cleanliness and organization.
- Ensure that all technology and office equipment (printers, monitors, conferencing systems, etc.) needed by the Amazon Conservation team (both in the US and internationally) are in working order and functional.
- Manage all staff IT needs, providing troubleshooting as needed and escalating complex needs to the designated IT consultant.
- Manage inventory of office equipment and supplies and lead purchasing.
- Support partners in purchasing and transporting field equipment as needed, including creating and managing all relevant documentation.
- Manage external vendors (including but not limited to translators, catering companies, printers, and building contacts).
- Assist the Finance Department with the review, reconciliation, and processing of credit card expense reports..
- Maintain up-to-date electronic and physical files with effective and safe filing systems in Dropbox and other systems.
- Create, update, and maintain key staff documents, including templates for onboarding/offboarding, and organizational policies and procedures.
- Support recruitment efforts, including publishing job postings for new positions on job boards, organizing application files, supporting staff in scheduling interviews, and communicating with candidates.
- Support staff onboarding and offboarding processes, including developing key documents, scheduling onboarding meetings, gathering signed staff forms, and more.
- Support team appreciation efforts, such as coordinating staff lunches, social events, and special occasion cards.

Manage logistics and communications for Board of Directors meetings and other Board related events (20%)

- Create and manage internal timelines and staff deadlines for all virtual and in-person Board Meetings and Board-related events.
- Manage all logistics needs, including but not limited to catering, technology, space rental, supplies purchasing, vendor management, and materials printing.
- Provide logistics support for travelling Board Members and guests, including booking hotels, flights, transportation, and managing relevant reimbursement processes.

- Support materials preparation for Board Meetings, including compiling, formatting, and proofreading digital documents; printing materials for in-person meetings; and record keeping.
- Manage in-person meeting needs, including interfacing with venue and catering vendors, room setup and takedown, managing technology needs, distributing materials, and more.
- Maintain a high level of communications with Board Members on logistics needs in support of the President and others to help foster strong Board relationships.
- Lead scheduling and calendar invitations for all Board Meetings and events, and associated communications with Board Members, staff, and guests
- Take minutes for all official Board Meetings and manage the review and distribution process.
- Lead the record-keeping for all Board documents, including approvals, resolutions, minutes, Board forms (such as ensuring Board Members sign conflict of interest forms annually), and other materials.
- Lead logistics coordination for international Board Meetings for the Alliance as needed. International travel to provide logistics leadership and ensure a positive experience for Board, staff, and guests may be required.

Support Amazon Conservation staff with administrative and logistics tasks and special projects (10%)

- Support the development team with large mailing campaigns.
- Lead special projects as needed.
- Other tasks as assigned.

REQUIRED QUALIFICATIONS

- Associate's degree or equivalent required, Bachelor's degree preferred, with 3+ years' experience in a professional office environment (internships can count toward this requirement)
- **Intermediate Spanish proficiency (verbal and written) is highly desirable**, Portuguese a major plus
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Excel, as well as equivalent Google apps
- Excellent organizational skills and able to prioritize tasks and meet deadlines
- Detail-oriented and comfortable working in a fast-paced office environment
- Ability to learn new technologies and software quickly
- Ability to analyze and revise operating practices to improve efficiency
- Exceptional interpersonal and written, and verbal communication skills
- Self-starter, resourceful, problem solver
- Demonstrates energy, optimism, and passion for helping others
- Interest in conservation preferred

ADDITIONAL INFORMATION

The salary range for this position is \$50,000-\$60,000 depending on experience. Amazon Conservation offers a highly competitive benefits package, including:

- Fully employer -paid medical, dental, and vision insurance, plus short - and long-term disability coverage
- 70% employer -paid dependent health coverage
- Matching pension plan
- 40 days of paid time off annually (25 vacation days, 12 sick days, and 3 personal days)

Amazon Conservation has staff in Amazonian countries and the US, with staff in Washington, D.C., coming to the office on certain days of the week. This is a hybrid position, but the candidate must be located in the DMV area (DC, Maryland, Virginia) and be willing to work in the office at least three times a week, as well as for special meetings and events. Position may require working extended hours to support special meetings, events, or other organizational activities as needed.

Amazon Conservation is an Equal Opportunity Employer (EOE). Amazon Conservation commits to establishing and fostering an equitable and inclusive environment where all members feel safe, supported, and valued. We believe that a diversity of experience, positionality, and perspective is of central importance to maximizing our work protecting the Amazon Rainforest.

APPLICATION GUIDELINES

Please submit your cover letter, resume, and a list of three references via email to applications@amazonconservation.org with the subject line “Operations Coordinator.”

Applications without a cover letter will NOT be reviewed. Due to the high volume of applications, the organization will only reply to finalist candidates. No phone calls or LinkedIn messages, please. Candidates are reviewed on a rolling basis. The position is open until filled and is available immediately.