



## **Operations Manager Position Announcement**

**Job Title:** Operations Manager  
**Reports To:** Operations Director  
**Status:** Exempt  
**Last Revision:** April 2022

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Want to play your part in protecting our local communities from the impacts of climate change? Ready to roll up your sleeves to help achieve tangible results? Want to be part of a talented, deeply committed, and national award-winning conservation organization? Then please read on!

Sonoma Land Trust (SLT) seeks an enthusiastic business operations professional to join our dedicated team of conservation practitioners to help our organization run efficiently and effectively.

The Land Trust serves a diverse audience with broad cultural heritages, socioeconomic backgrounds, and genders and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

### **Overview**

In partnership with the Operations Director, the Operations Manager is responsible for Sonoma Land Trust's internal operational functions including office management, internal meeting and event coordination, human resource administrative assistance, and day-to-day general staff and executive team support.

The Operations Manager brings an employee-oriented and growth mindset and will be part of strengthening our conservation mission through streamlined and efficient operations. This position is a valued and important part of our administrative team to keep our critical systems and processes running effectively while also supporting SLT's team of conservationists. This position requires a person who is organized, detail-oriented, team-driven, technologically savvy, enthusiastic and patient, and thrives in a fast-paced, dynamic environment.

The Operations Manager reports to the Operations Director and works closely with the finance and administration teams while supporting the needs of the full organization.

### **Primary Responsibilities**

#### **Office Management and Staff Support**

This position will be primarily office-based and is responsible for handling the day-to-day functions in the office. This includes the following tasks:

- Support staff operations such as equipment needs and questions, office protocols, roster management, incoming phone calls, mail distribution and administrative support functions
- Manage in-office functions such as equipment, supplies, workstation setup and Zoom phone
- Liaise with property management, cleaning and equipment vendors as needed
- Staff front desk reception, accept deliveries and direct visitors appropriately
- Manage office calendars, including scheduling and supporting uses of office space

### **Meeting Coordination**

This role includes taking the lead on the logistical, administrative and creative details involved with meetings and internal event planning. Depending on the event, support will be provided by the Operations Director and/or the development team. This includes the following tasks:

- Coordinate and manage monthly staff meeting agendas and Zoom details
- Facilitate logistics such as location, food, event design, agenda, setup and takedown for occasional larger in-person staff meetings and celebrations
- Assist the Operations Director with calendaring, planning and logistics for the annual board and staff retreat and board education as needed

### **Human Resource Administrative Assistance**

The Operations Manager will coordinate with the Operations Director, Director of Finance and Administration and the hiring managers to assist with administrative tasks related to hiring, onboarding, offboarding, benefits administration and policy document maintenance. This includes the following:

- Manage candidate search activities for open positions, including posting jobs on identified sites, overseeing SLT Indeed profile, scheduling interviews as needed, coordinating with hiring manager and candidate communication
- Facilitate onboarding for new hires, including welcome communications, setting up technology and workstations, reviewing general SLT policies and office protocols, coordinating remote workplace requirements and internal administrative updates
- Remove system access and manage offboarding tasks for departing staff
- Update and maintain general SLT job position descriptions
- Manage the benefits administration process including the annual open enrollment for health insurance, maintaining records, fielding questions and related staff support
- Coordinate, administer and track employee trainings and credentials
- Assist with maintaining human resource policies and documentation such as the employee handbook

### **Assist Operations Director**

The Operations Manager will assist and support the Operations Director in special projects, IT activities and board or executive team undertakings as the need arises.

This could include the following:

- Provide support for activities related to the board of directors, such as board outing logistics, board meeting prep, onboarding new directors, and administrative tasks
- Assist with organizational support tasks
- Participate as needed to help with larger IT projects
- Provide backup administrative support for the Executive Director
- Assist with special projects as directed by the Executive Director and managed by the Operations Director

### **Essential Qualifications**

- A bachelor's degree in business, human resources or related field, OR equivalent experience
- Ability to foster strong collaborative relationships with co-workers, teams, board members and partner organizations
- Demonstrated ability to work independently, prioritize assignments and meet deadlines in a fast-paced environment
- Ability to exercise initiative, good judgment, tact and confidentiality
- Detail-oriented

- Strong written and verbal communication skills
- Proficiency in the Microsoft Office suite of applications
- Confidence in using a variety of technologies with the ability to quickly learn new platforms, software and systems
- Availability to participate in occasional weekend and evening events and periodically travel within the North Bay

### **Preferred Skills and Experience**

- Executive administrative support experience
- HR certification(s) such as aPHR, PHR or PHRca
- Familiarity with HR benefits administration and recruiting
- Meeting planning experience
- Creativity and passion for team building and planning staff events
- Proficiency with administrative functions of Box, Zoom, Zoom phone and Indeed
- A passion for conservation and environmental issues
- Cultural competence — an ability to effectively interact, work and develop meaningful relationships with people of various cultural backgrounds

### **About Sonoma Land Trust**

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the non-profit Land Trust has protected more than 58,000 acres of scenic, natural, agricultural and open land for future generations. Sonoma Land Trust was the recipient of the 2019 Land Trust Alliance Award of Excellence and is accredited by the Land Trust Accreditation Commission. For more information, please visit [www.sonomalandtrust.org](http://www.sonomalandtrust.org).

We are passionate about building and sustaining an inclusive and equitable working environment that is representative of the communities we serve. We know that having varied perspectives leads to better outcomes to solve the complex problems of conservation, climate change and environmental justice in Sonoma County.

### **Schedule, Salary & Benefits**

Position is 40 hours per week.

Salary starting at \$70,000 and is commensurate with experience. Benefits include generous employer contributions to medical, dental and vision insurance plans. Employer contribution to retirement plan after one year of employment. Paid time off includes 15 paid holidays, paid vacation based on tenure, and personal and parental leave in accordance with SLT policies and procedures.

To apply please email your resume and cover letter to [staffing@sonomalandtrust.org](mailto:staffing@sonomalandtrust.org).

### **Sonoma Land Trust is an Equal Opportunity Employer**

We strive to create a diverse and inclusive organization and encourage applicants of all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.

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