



Operations Manager Position Announcement

Job Title: Operations Manager
Reports to: Associate Director of Operations

Want to play your part in protecting our local communities from the impacts of climate change as part of a talented, deeply committed, and national award-winning conservation organization? Are you interested in implementing innovative and value-aligned practices that contribute to the impact of SLT's mission?

Sonoma Land Trust (SLT) seeks an enthusiastic business operation professional to join our dedicated team of conservation practitioners to help our organization run efficiently and effectively. The Operations Manager is responsible for overseeing and supporting Sonoma Land Trust's (SLT) in-house operational functions including office management, internal meeting and event logistics, human resource administrative assistance, and day-to-day general staff support. This position will work in alliance with the Associate Director of Operations and Operations Project Manager in developing and supporting SLT's ever-evolving processes, systems, and a workplace environment for our growing team of conservationists to thrive.

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

You are encouraged to apply if you:

- Bring an employee-oriented and growth mindset.
- Thrive in a dynamic work environment.
- Are an effective multi-tasker and technologically savvy.
- Thrive on organization, process, and detail.
- Appreciate working with a team of diverse group of colleagues.
- Have a passion for saving the planet!

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:

- Ownership of in-office functions such as equipment, supplies, workstation setup, inventory management system, and Zoom phone and desk reservation systems.
- Manage office environment through ensuring professional common spaces and conference rooms, inventorying and restocking supplies, and replenishing kitchen.
- Direct daily office operations such as incoming phone calls, mail distribution, and administrative functions.
- Accept deliveries and direct visitors appropriately.
- Manage office calendars, including scheduling and supporting uses of office space.
- Liaise with property management and office maintenance vendors.
- Collaborate with Associate Director of Operations on maintaining office protocols.
- Work in partnership with Finance and Philanthropy through daily check logs.

Meeting Coordination

- Liaise with the Associate Director of Operations on calendaring, planning and logistics for off-site staff events and celebrations.
- Facilitate logistics such as setup, takedown, food, and administrative preparation of materials for staff meetings, workshops, and celebrations.
- Contribute to meeting activities such as slide creation, communications, and record keeping when necessary.

Human Resource Administrative Assistance

- Promote candidate search activities for open positions, including posting jobs on identified sites, scheduling interviews as needed, and candidate communication.
- Support onboarding for new hires, including welcome communications, setting up technology and workstations, and internal administrative details.
- Remove system access and support offboarding tasks for departing staff.
- Maintain internal SLT job descriptions.
- Update rosters, organizational chart, and emergency contact information as needed.

Assist with SLT Administration

- Assist with organizational administrative tasks.
- Participate as needed to support larger IT projects.
- Provide occasional administrative support for the Leadership Team.
- Assist with special projects as directed by the Associate Director of Operations.

Preferred Skills and Experience

SLT is open to candidates with diverse backgrounds, experience, and transferrable skills. We are looking for candidates with the following experience OR the ability to develop skills in each of these categories:

- 2 – 3 years of executive administration or office management experience.
- Proficiency in cloud-based applications including Microsoft Office Suite, Zoom, and Box.
- Ability to foster strong collaborative relationships with co-workers.
- Effectively interact and develop positive working relationships with people of various cultural backgrounds.
- Experience in planning staff events, team building activities and meeting logistics.
- Demonstrated ability to work independently, prioritize assignments, pay attention to detail, and meet deadlines in a fast-paced environment.
- Ability to exercise initiative, good judgment, tact and confidentiality.
- Strong written and verbal communication skills.
- Quick to learn new platforms, software and systems.
- A valid driver's license.
- Availability to participate in occasional weekend/evening events and periodically travel within the North Bay.
- A passion for conservation and environmental issues.

Schedule, Salary & Benefits

This position is full-time, 40 hours per week (exempt status).

Salary starting at \$81,500 commensurate with experience. Benefits include generous employer contributions to medical, dental and vision insurance plans. Employer contribution to retirement plan after 1 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.

This position is located at the Sonoma Land Trust office in Santa Rosa, California. Staff are working in a hybrid model. The Operations Manager position will be full-time office based.

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 over 57,000 acres of scenic, natural, agricultural and open land for future generations. Sonoma Land Trust is accredited by the Land Trust Accreditation Commission and was the recipient of the 2019 Land Trust Alliance Award of Excellence. For more information, please visit the [Sonoma Land Trust](#) website.

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. And to best serve the people of our community, we are taking the actions outlined in our [Diversity, Equity and Inclusion \(DEI\) Plan](#).

To Apply

Please email your resume and cover letter to staffing@sonomalandtrust.org.

Sonoma Land Trust is an Equal Opportunity Employer

We strive to create a diverse and inclusive organization and encourage applicants from 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.