

## Employment Opportunity

<b>Listing Date:</b>	August 1, 2021
<b>Position Title:</b>	<b>Operations Assistant</b>
<b>Status:</b>	Hourly/Non-Exempt/ Full-Time (40 hours/week)
<b>Reports To:</b>	Finance and Operations Manager

**Job Summary:** Pepperwood's new **Operations Assistant** position will provide critical operations support across the Foundation's full range of programs. Duties will range from reception and hospitality to facilities support and administrative tasks. The successful applicant will share a passion for the environment and Pepperwood's mission, and be a punctual and responsible individual with excellent customer service, record keeping, technology, communications, and problem-solving skills. The **Operations Assistant** reports to the Finance and Operations Manager to support the full executive team comprised of research, land stewardship, education, and operations program managers. This position demands reliability to stay on top of routine protocols and nimbleness and flexibility to help trouble-shoot unexpected situations. The **Operations Assistant** will be assigned specific administrative, facilities, and community engagement tasks, yet will also employ independent thinking and strong communication skills with the entire team, to provide valuable feedback on operations needs and priorities. This entry-level position will build diverse skill sets and provide an awesome introduction to non-profit operations and current issues within the field of environmental conservation.

**About Pepperwood:** The Pepperwood Foundation owns and operates a 3,120-acre nature reserve in Sonoma County dedicated to ecological research and education. The mission of Pepperwood is to inspire conservation through science. Pepperwood's Dwight Center for Conservation Science is a 9,400 square foot LEED-certified green building equipped with administrative, educational, and research facilities to support the programs at Pepperwood Preserve. The Center provides an administrative base for approximately 22 staff (including administrators, naturalists, and educators) and serves as a venue for regional conservation gatherings and workshops. Our 2020-25 strategic initiatives can be reviewed here: <https://www.pepperwoodpreserve.org/about-us/strategic-plan-2020-2025/>. The Pepperwood Foundation is looking for people who do impactful and inspiring work, and we know they may come from a number of different backgrounds and experiences. We encourage you to apply even if you may think you don't meet all the qualifications for the position.

### Essential Functions

- Assistance with reception and communications, including phone coverage, email and in-person engagements
- Visitor, vendor and volunteer orientations and site tours and related record-keeping via Salesforce and other platforms
- Event support, including, room set up (including Audio/Visual) and break down and hospitality (ordering/serving refreshments), at times partnering with volunteers
- Meeting support including note-taking, assistance formatting presentations, and follow up tasks, under supervision of program managers

- Errand-running and assistance ordering and stocking building supplies and inventory
- Facilities support, including light maintenance/tidying, file and supplies organizing, equipment care, making calls to facilities vendors and providing on-site access/tours as needed
- Basic data-entry and support of company-wide calendars including MIDAS and Google
- Assistance with processing mail, logging contributions, and donor acknowledgements
- General administrative support, including document production (manuals, handbooks, collateral, mailings), filing and archive management, collateral displays, library support, social media and internet-based research upon request

**Essential Requirements:**

- A “people person” with enthusiasm for working with people of all backgrounds and ages
- Minimum one year of related experience (volunteer experience included)
- Strong verbal, written and interpersonal communication skills
- Superior customer service orientation and proven task and time management skills
- Detail-oriented with the ability to multitask when needed
- Proficient in Microsoft Office and Google Suite with the ability to quickly master new technology
- Ability to work both independently and as a team player
- Comfortable seeking guidance as needed
- Valid CA driver’s license
- Available during business hours (M-F 8:30-5pm) and for occasional weekend and/or evening assignments
- Passion for the environment

**Non-Essential Requirements:**

- Administrative experience in a non-profit organization
- Bilingual English/Spanish

**Work Environment:** Primary work environment is a workstation at the Dwight Center with artificial lighting and low noise level. Occasional work in field locations on the preserve with uneven terrain and limited cell phone reception.

**Physical Requirements:** Office workstation requires extended sitting, fine finger movements and visual capacity to review and edit documents. Some bending, lifting up to 45 lbs, and grasping. Requires capacity to navigate a two-story building, assist with room setup, participate in outdoor events and hike up to two miles in varying terrain. Driving required for local travel.

***To apply, please send a resume including three references to [hr@pepperwoodpreserve.org](mailto:hr@pepperwoodpreserve.org).  
No phone calls please.***

*Pepperwood is an equal opportunity employer and prohibits unlawful discrimination based on race, religion, color, sex, age, or marital status.  
People of color are strongly encouraged to apply.*