

Employment Opportunity

Position Title:	Operations Assistant
Status:	Hourly/Non-Exempt/ Full-Time (40 hours/week)
Pay Rate:	\$22.36 per hour
Reports To:	Operations and Finance Coordinator

Job Summary: Pepperwood's 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 Operations and Finance Coordinator in support of the full executive team, composed of research, land stewardship, education, and operations program managers. This position demands reliability to assist the Operations and Finance Coordinator in staying on top of routine protocols and nimbleness and flexibility to help trouble-shoot unexpected situations. This entry-level position will build diverse skill sets and provide in-depth exposure 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 26 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

- Oversee reception and on-site communications, including phone coverage, email and in-person engagements
- Provide general office support, including mail sorting and filing and maintaining office appearance/organization
- Correspond with potential preserve visitors, including conveying access request forms, use agreements, contracts, etc.
- Provide day-of support to preserve visitors
- Provide event support, including room setup (including Audio/Visual) and break-down and hospitality (ordering/serving refreshments), at times partnering with volunteers
- Serve as additional onsite point of contact for maintenance contractors for buildings and grounds, under direction of the Operations and Finance Coordinator
- Ensure adequate acquisition and distribution of Dwight Center supplies, including shopping and other errands as necessary

- Assist Operations and Finance Coordinator in managing multi-venue calendar and facilities reservations, using Midas and Google calendars
- Assist record-keeping via Salesforce and other platforms
- Provide support to the Operations and Finance Coordinator in delivering IT assistance to staff
- Participate in staff and program meetings, as appropriate, to provide administrative support, including taking meeting minutes
- Provide staff retreat/staff appreciation event planning and execution support
- Support community relationships (CAS, SRJC, SSU, schools) through excellent customer service
- Under the direction of the Operations and Finance Coordinator, deliver wide-ranging administrative and operational assistance in support of Pepperwood's suite of organizational and program needs

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 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.
No phone calls please.***

Pepperwood is an equal opportunity employer and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.