



## **We're Hiring: Operations Coordinator**

### **Position Description**

The Nine Mile Run Watershed Association (NMR) restores and protects its watershed ecosystem, while working regionally to support and implement resilient solutions for a healthy urban environment. We envision a region with clean water accessible to all, healthy and resilient communities, and ecosystems restored to their natural functions. NMRWA stewards the Nine Mile Run Aquatic Ecosystem Restoration in Frick Park, and engages the public in a variety of urban environmental restoration projects, with a strong focus in the watershed communities in the East End of the City of Pittsburgh and adjacent municipalities. We also participate in regional coalitions advocating for clean water and green solutions. We are at the forefront of regional efforts to develop a more just and sustainable approach to stormwater management, leading to improved water quality and multiple other community benefits, including climate change resilience, especially for low income communities that are most impacted.

NMRWA's Operations Coordinator will provide essential support to all aspects of the organization's efforts to achieve our mission by insuring successful functioning of organizational systems and processes, careful and complete record-keeping for all financial transactions, and by presenting an engaging and professional face to the public through interactions with members, vendors, and other stakeholders. The Operations Coordinator is an integral member of the team who insures effective functioning of the office, manages multiple projects on tight deadlines, supports member and donor development, and supports the Executive Director and Board of Directors.

### **Responsibilities**

1. Manage NMRWA's relationships with multiple vendors such as: security system, IT provider, cleaning service, landlord, etc. Keep Executive Director informed of any issues that arise with any of these vendors.
2. Open incoming mail; record incoming and outgoing mail, and receipts and disbursements, in the appropriate logs on a daily basis.
3. Prepare deposits, and insure they are taken to the bank.
4. Code invoices and receipts to prepare for bookkeeper's weekly visit.
5. Collect Accounts Receivable in a timely fashion using established process.
6. Record donations in Salesforce database and produce reports from Salesforce as needed.
7. Attend and take notes at weekly staff meeting; check on Action Items later in week.
8. Check phone messages regularly and insure that inquiries receive a prompt response
9. Ensure the office environment is maintained in an orderly manner; file documents promptly.
10. Greet visitors to the office in a cordial manner.

11. Assist Exec. Director with preparations for 5 Board meetings/year - making copies of documents as needed, helping to secure a venue, ordering food, preparing name tents, etc.
12. Assist Executive Director and Development Consultant with preparations for events as needed, including coordinating design, printing, and social media related to the event, as well as day-of management/support of the event.
13. Update NMRWA and StormWorks websites with critical information as needed.
14. Keep track of inventory of office supplies and order when needed
15. Maintain inventory of logo merchandise for sale, record sales, and re-order when needed.

Other duties may be assigned as needed.

### **Requirements**

- A passion for organization and attention to detail.
- Minimum of 3 years' experience working in an administrative role.
- Fluency in the Microsoft Office suite and Google Suite.
- Ability to troubleshoot technological difficulties.
- Strong communication skills
- Experience with Salesforce or a similar CRM software preferred.
- Bachelor's degree preferred but not required.

This is a part-time position requiring 18 to 24 hours per week, with some seasonal variation. We are open to flexible scheduling. While most team members are currently working 95% from home, as the pandemic resolves, we will require some portion of the Operations Coordinator's time to be spent in the office at 321 Pennwood Ave in Wilkinsburg.

Starting salary \$17.50/hr; increase to \$18.00/hr after three months excellent performance. The Operations Coordinator reports to the Executive Director.

### **To Apply**

Please send the following to [jobs@ninemilerun.org](mailto:jobs@ninemilerun.org): A one to two page resume; a one page cover letter explaining why you are a good fit for this position; and three references, including at least one from a recent employer. Applications are being accepted on a rolling basis until the position is filled.

NMR is an Equal Employment Opportunity employer and will base all employment decisions on valid job qualifications, without regard to race, color, sex, national origin, ancestry, gender, sexual orientation, age, religion, creed, disability, marital status, religion, obligation to serve in the United States Armed forces, or on any other basis protected by federal, state, or local law. Candidates from diverse backgrounds are strongly encouraged to apply.