



Operations Coordinator and Communications Assistant Job Announcement and Position Description

Who We Are

OrCAN's mission is to advance climate resilience on farms in Oregon through collaboration, education, and policy advocacy. We work with over 500 farmers, researchers, technical assistance providers, non-profits, and policy makers to promote, improve, and better understand farming for climate resilience in Oregon.

Learn more about our work at: www.oregonclimateag.org

Position Description

This position is responsible for coordinating OrCAN's administrative and financial operations and assisting with OrCAN's communications, network development and programs. The Operations Coordinator and Communications Assistant works closely with the OrCAN's Co-Directors to maintain and implement sound operational and financial procedures and support OrCAN's overall development as an organization.

Responsibilities:

Administrative

- Manage OrCAN's stakeholder database (Little Green Light) for financial tracking, network and communications mentioned below
- Develop, maintain and implement financial and other organizational processes and context documents
- Coordinate staff and finance meetings
- Oversee information requests, inquiries and other general email communications
- Assist with any information technology issues and accounts access, with support from fiscal sponsor

Financial & Fundraising

- Oversee financial management including financial reports, accounts payables, receivables, reconciliation and communication with fiscal sponsor
- Administer payroll processes in coordination with fiscal sponsor
- Assist with grant and donor acknowledgements and tracking donations in stakeholder database
- Assist with fundraising tasks including donor solicitation and grant prospecting

Communications, Network Development & Program Support

- Manage OrCAN's stakeholder database used for tracking individual and organizational stakeholder information including: contact information, legislative district, interest in engagement opportunities, levels of engagement, and communications integration. Generate constituent reports as needed to support programs.
- Assist with communications, online blogs, listservs, and manage platform for customized emails (Mailchimp) and integration with stakeholder database
- Website and blog maintenance: update and maintain OrCAN's website with direction from Director of Programs & Communications, edit and design blog posts
- Oversee any data collection processes (surveys, event registration, etc.) and integration with the database
- Assist with program and policy advocacy tasks as needed and depending on capacity

Qualifications:

- Interest and experience related to food systems, agriculture and/or climate change
- Experience in administration and/or financial management, ideally in a non-profit setting
- Strong writing and editing skills
- Detail-oriented and highly organized with the ability to stay on deadline while managing multiple projects
- A commitment to diversity, equity, inclusion and social and racial justice
- Proficiency with Microsoft Office Suite (Word and Excel), and Google Suite (including docs and sheets). Familiarity with accounting programs and/or website development is a plus.

Hours, location and start date

Hours: Ideally 20 hours per week (.5 FTE), dependent on funding and applicant's availability. Hours and/or responsibilities may be increased in the future.

Start date: June 15, 2022

Location: OrCAN's staff work remotely in locations throughout Oregon. This position will be remote, from any location within Oregon with reliable phone and high-speed internet and a functional office space.

Compensation and Benefits

Starting hourly wage of \$24-25, dependent on skills and experience. This is a permanent position but total hours are dependent on funding available in OrCAN's budget. We have a generous paid-time-off (PTO) and holiday policy. This position, at 20 hours per week, is not eligible for health and dental benefits. Reimbursement is available for office space and a portion of phone/ internet costs required for the position.

Diversity among our staff is a priority for OrCAN. Black, Native American, and people of color, women, LGBTQ2SIA people, religious minorities, recent migrants/refugees, differently abled, and applicants from all generational and economic backgrounds are strongly encouraged to apply. Lived experience is valued and will be equally valued to higher education. OrCAN is an equal opportunity employer and does not discriminate in its employment decisions. OrCAN provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

The Operations Coordinator and Communications Assistant will be an employee of the OrCAN's fiscal sponsor, Cascade Pacific RC&D, and will report to the OrCAN's Director of Operations.

Application Instructions:

Please submit a resume and a cover letter highlighting your experience and skills relevant to the listed qualifications, with both combined into one PDF document if possible.

Submit your application by email to dominica@oregonclimateag.org by May 15, 2022