



BEAR-PAW REGIONAL GREENWAYS Operations Coordinator Position Description

Position Abstract: Bear-Paw Regional Greenways is seeking a part time Operations Coordinator to support regional land conservation. Applicants should have experience with small nonprofits, strong attention to detail, and excellent organizational skills. As an integral member of Bear-Paw's small staff, the Operations Coordinator will assist with the organization's day-to-day operations, long-term stewardship responsibilities, and special events.

The Operations Coordinator will be a part or full-time, non-exempt employee up to 32 hours per week, \$22 / hour. This position requires in-person office work but can accommodate a flexible schedule.

To Apply: Send cover letter, resume, and 2-3 references to admin@bear-paw.org. Applications will be reviewed on a rolling basis, with preference given to those who apply before 2/3/23.

About Bear-Paw Regional Greenways:

Bear-Paw was founded in 1995 with a mission to permanently conserve a network of lands that protects our region's water, wildlife habitat, forests, and farmland. Bear-Paw is accredited by the Land Trust Alliance and serves the eleven-town New Hampshire region that includes three state parks – Pawtuckaway, Bear Brook and Northwood Meadows. Bear-Paw has conserved over 10,000 acres in the towns of Allenstown, Barnstead, Candia, Deerfield, Epsom, Hooksett, Nottingham, Northwood, Pittsfield, Raymond, and Strafford.

Bear-Paw currently has 3 staff members: an Executive Director, Land Protection Project Manager, and Stewardship Coordinator. We are seeking to expand our team to include a dedicated Operations Coordinator who will be the administrative backbone of our conservation efforts. For a motivated candidate, this position offers room for creativity and growth.

Operations Coordinator Job Responsibilities

The Operations Coordinator reports to the Executive Director to manage volunteers and office systems in support of land conservation and stewardship efforts. Responsibilities include:

- Manage volunteers, including easement monitors.
- Maintain an organizational calendar of events and deadlines.

- Create systems for event success, including maintaining preferred vendor lists, tracking volunteer needs, and ensuring that swag and outreach materials are up-to-date.
- Assist with grant reporting requirements and budget tracking.
- Ensure proper recordkeeping for audits.
- Generate database (Salesforce) reports for mailings, keep membership data up-to-date, ensure consistency across all data systems (Salesforce, Quickbooks, Mailchimp).
- Update Bear-Paw's website with current event information, conservation project successes, Board members, etc.
- Evaluate office systems (phone, printers, etc) and negotiate best contracts.
- Assist Bear-Paw with other tasks as is reasonable and appropriate.

Minimum Qualifications

Work experience (3-5yrs) in a related field or position

Drivers license and access to a working vehicle

Basic computer skills – Microsoft office suite, google suite, Zoom

Desired Qualifications

Familiarity with recordkeeping and audit requirements

Strong interpersonal skills

Experience in event planning

Demonstrated ability to work with diverse partners

Experience with donor management software

Working Conditions:

This position requires in-office work responsibilities although there is flexibility for some work to be done remotely. Applicants should feel comfortable in a communal office setting.

EQUAL OPPORTUNITY EMPLOYER

Bear-Paw Regional Greenways is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender expression or identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals with disabilities upon request. No applicant will be penalized as a result of such a request. To request assistance or accommodation, please contact us at admin@bear-paw.org.