



## **Operations Coordinator**

Position: Operations Coordinator  
Organization: Think Wild Central Oregon  
Supervisor: Executive Director  
Location: Bend, Oregon, United States  
Pay Range: \$18-22/hr

Think Wild Central Oregon is a non-profit organization dedicated to wildlife rehabilitation, education, and conservation. We are seeking to contract a highly motivated and organized Operations Coordinator on an hourly basis to provide comprehensive administrative, business and operational support to the Executive Director and leadership, starting at around 15-20/hrs per week. Work is hybrid on your own schedule with some in person work necessary at Think Wild, around Bend, and at our office.

### **Responsibilities:**

#### Business Support:

- Coordinate invoicing, payment, supply ordering, pickup, and organization, event and program location reservation scheduling, insurance requirements, and other similar responsibilities.
- Manage contractors for facility maintenance and capital project needs, including obtaining quotes, organizing documents, coordinating execution, soliciting volunteer help and in-kind donations, and creating budgets as needed.
- Support Human Resource functions including obtaining timesheets, hiring, inputting payroll, coordinating onboarding, and updating necessary documents (employee handbook, OSHA standards, and other safety protocols).
- Pick up mail and process mail and online donations, generate thank you letters
- Monitor admin email account and organize and maintain electronic and physical files, records, and documents.
- Monitor and prepare annual filings
- Assist Executive Director as needed

#### Administrative Support:

- Coordinate meetings and appointments and support management of the Executive Director's calendar



- Manage priorities and work flow, screen in-coming emails, phone calls and documents, and prepare responses and ensure the smooth delivery of services.
- Assist in the preparation and distribution of meeting agendas, minutes, and materials.

#### Board Support:

- Coordinate logistics for board meetings, including scheduling, venue arrangements, and other logistics.
- Assist in the preparation and distribution of board meeting materials, ensuring timely delivery to board members.
- Assist with the onboarding and orientation process for new board members.

#### Communication, Outreach, and Liaison:

- Manage mailing list & maintenance of list for e-blasts, mailers, events, etc.
- Draft and edit internal and external communications, including emails, newsletters, blogs, website contact, and announcements.
- Coordinate with staff members to gather information and ensure timely completion of tasks.
- Assist in outreach activities as needed including flier distribution, event calendar posting, and tabling.
- Maintain positive relationships with partners, donors, and volunteers, representing Think Wild in a professional and friendly manner.

#### Special Projects and Event Support:

- Support the planning and execution of special events, including fundraisers, workshops, and community engagement initiatives.
- Collaborate with the Executive Director on strategic initiatives and projects as needed.
- Conduct research, compile data, and prepare reports as requested.

#### Qualifications:

- Bachelor's degree in a relevant field is preferred, but equivalent experience will be considered.
- Experience in business operations and/or providing executive-level administrative support.
- Strong organizational and time management skills, with the ability to prioritize and handle multiple tasks simultaneously.



- Excellent written and verbal communication skills, including the ability to draft professional correspondence and reports.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Discretion and ability to handle confidential information with integrity.
- Strong attention to detail and accuracy in all work.
- Ability to work independently with minimal supervision and as part of a team.
- Flexibility and adaptability to changing priorities and deadlines.
- Passion for wildlife conservation and a commitment to Think Wild's mission.

To Apply: Please submit a letter of interest, resume, and writing sample to [info@thinkwildco.org](mailto:info@thinkwildco.org) with the subject line "Operations Coordinator Application - [Your Name]." Applications will be accepted and reviewed on a rolling basis. Only shortlisted candidates will be contacted.