



Job Title:	Administrative Operations Coordinator
Department:	Operations
Reports To:	Director of Operations
Classification:	Full-time/Annual, Hourly/Non-exempt
Work Schedule:	Monday to Friday - 8:30am to 5:00pm
Job Location:	Bainbridge Island Campus
Pay Range:	\$19.00 to 21.00 per hour
Benefit Package:	Full benefit package health benefits 100% premium paid by IslandWood, 401k, 3 weeks paid vacation, flexible schedule

Overview:

IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship. This role is responsible for developing and implementing operational policies and procedures; coordinates two cross-departmental teams; and co-manages shared use of the 255-acre site by various programs.

Job Responsibilities:

- Cross-departmental Team Coordination:
 - Coordinates the safety committee and oversees IslandWood's safety programs.
 - Coordinates the operations team responsible for all event and program coordination and delivery on site.
- General Administration: Responsible for internal administrative services that promote the smooth operation of the office including:
 - Supervises administrative assistant/receptionist and provides back-up when needed.
 - With Director of Operations, co-manages the organization's shared information posted on the intranet.
 - Trains and manages front desk volunteers and works with Volunteer Manager to schedule front desk volunteers.
 - Books internal programs, events, and meetings in event management software. Works with staff to coordinate pre-event processes including function sheets, catering, room setups, audio-visual, etc.
 - Oversees distribution of site keys and maintains the key database.
 - Oversees vehicle policies and checkout procedures.
 - Manages short/long-term file storage and IslandWood property checkout.
 - Compiles monthly staff meeting agenda.
 - Other duties and special projects as assigned by Director of Operations.

Required Qualifications:

- Bachelor's degree or equivalent experience in related field.
- One to two years supervisory experience.
- Ability to work collaboratively and represent all perspectives when resolving operational challenges, developing policies, and managing cross-departmental teams.
- Proficiency in planning and project management.
- Excellent documentation and organizational skills.
- Ability to take initiative, prioritize, and multi-task; excellent time-management, problem-prevention, and problem-solving skills.
- Ability to work effectively in a busy, sometimes noisy environment, with frequent interruptions.

Required Qualifications: (continued)

- Excellent written and verbal communication skills.
- Strong computer skills; MS Office, spreadsheet and database software.
- Must maintain confidentiality of sensitive information.
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.
- Commitment to support IslandWood's work towards equity, diversity and inclusion in the workplace.
- Experience in engaging with diverse communities.
- Must be able to comply with and maintain a drug-free work environment.
- Must pass child safety screening procedure; post-offer.

Application Requirements:

Please submit a cover letter, resume and [Application for Employment](#) to: employment@islandwood.org and please note "Administrative Operations Coordinator" clearly in the email subject line.

Or, complete the above and submit to: IslandWood
Search for Administrative Operations Coordinator
4450 Blakely Avenue NE
Bainbridge Island, WA 98110.

Position Posted: 04 March 2019

Application Deadline: Open until filled

Start Date: As soon as practical; March/April 2019

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.