



Operations Associate Job Description

Are you passionate about providing access to the outdoors for all youth? Youth Outside is hiring an Operations Associate who believes in our mission, to ensure that the lived experience of all youth is honored as part of the outdoor experience. We provide grantmaking, capacity-building and training to promote healthy lives and inspire future champions of the planet.

If you're excited to support people, programs and systems to make a positive impact in the community, we are looking for you! The Operations Associate manages, coordinates, and performs a variety of tasks associated with Youth Outside's mission. Responsibilities include supporting our communications and outreach efforts; administrative support of the board of directors; logistical support for programs; grants management; and collaboration on all organizational, operations, and administrative activities.

Working collaboratively with the Youth Outside team, and reporting to, the Director of Programs, the Operations Associate is responsible for supporting Youth Outside's operations.

CORE RESPONSIBILITIES

Program Support

- Coordinate the logistics for all program meetings, including venue rental and catering
- Support with preparation for all program meetings including printing, managing program supplies, and assisting with program set up and take down when applicable.
- Maintain updated calendar of program dates and locations
- Communicate with program participants in a timely manner with any updates or changes to meeting details

Grants Management

- Manage the organization's grant records, which include collecting grant reports, maintaining grant files, coordinating grant payments, generating summaries, and updating grantee contact information
- Support the grantmaking process, from editing the organization's Letter of Intent guidelines and criteria, to reading and evaluating LOIs
- Set up webinars to address grant seekers' questions in advance of the LOI deadline

Communications

- Lead in the development of a bi-annual newsletter (distributed in May and November)
- Update the organization's website on a regular basis
- Lead the organization's social media efforts to create a more regular presence on Facebook, Instagram and Twitter
- Integrate key messages and the organization's branding across all media, including social media posts
- Support in the creation of new marketing materials as requested

Operations

- Manage general office operations
- Draft correspondence and proofread documents for quality control
- Manage and update the organization's Human Resources Manual and Finance and Operations Policies and Procedures Manual as needed
- Serve as a liaison with our technology vendor, coordinating maintenance and office visits



Governance

- Support the Board of Directors by providing timely communications throughout the year
- Coordinate the logistics and assist in the agenda preparation for board committee meetings
- Coordinate the logistics for quarterly board meetings, as well as record, prepare, and distribute board meeting minutes
- Create a draft calendar for meeting dates for the upcoming year
- Update and maintain board member information, and organize and generate onboarding binders for new board members

Requirements

- Excellent written and editing skills
- Strong attention to detail and follow-through
- Ability to effectively interact and positively communicate with supporters, grantees, staff, board members, vendors, and the public
- Ability to track, manage, and prioritize effectively while working on multiple projects
- Demonstrated ability to work in a small team environment, and with a broad range of individuals and organizations with diverse interests
- Desire to work in a collaborative, high energy environment
- 2 to 4 years of professional experience; experience and/or expertise in youth development, outdoor recreation, environmental stewardship or education is a plus.

Preferred

- Bachelor's Degree
- 1 year minimum hands on experience with a non-profit
- Advanced skills preferred with Google Suite (Docs, Sheets, and Drive), MS Word, Excel, and the Adobe Creative Cloud.

Work Environment

- This is a full time, benefitted position based in Youth Outside's Oakland, CA office.
- Moderate noise associated with an open office work environment.
- Expected 5% to 10% travel within California.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The Operations Associate may be assigned additional duties in support of operations.

The salary range is \$45,000-\$50,000

Interested candidates should email a cover letter and resume to: Kim Moore Bailey, Executive Director kim@youthoutside.org with the SUBJECT: Operations Associate

Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.