

Amah Mutsun Land Trust Job Announcement: Operations Coordinator



Background:

The Amah Mutsun Land Trust (AMLT) is a non-profit organization founded by the Amah Mutsun Tribal Band to promote traditional cultural and spiritual indigenous stewardship of Amah Mutsun tribal territory through research, conservation, restoration, and education. The Amah Mutsun Tribal Band are the indigenous peoples of the greater Pajaro River watershed and Santa Cruz areas. AMLT operates a number of programs to restore indigenous stewardship to Amah Mutsun tribal territory, including a Native Stewardship Corps, a summer camp for Native youth, a number of educational native plant gardens, and ongoing resource conservation projects. You can learn more at www.amahmutsunlandtrust.org.

Position Description:

The Operations Coordinator will improve AMLT's capacity to serve as a leader in indigenous stewardship within Amah Mutsun ancestral territory by ensuring that the organization operates smoothly and effectively. This position will take on a variety of bookkeeping, communications, and program and fundraising management duties, working under the supervision of the Director of Programs and Development. This is a unique opportunity to join a small group of hardworking people who are dedicated to supporting the Amah Mutsun Tribal Band as they return to the path of their ancestors to heal Mother Earth and all living things. This is a part-time, work-from-home position with a flexible schedule. Pay is \$20-\$25 hourly, based on experience.

Responsibilities:

Operations

- Prepare, submit, and file invoices, prepare checks and documents to be executed and complete other administrative responsibilities as needed
- Work with professional bookkeeper to manage organization's bookkeeping records
- Manage organization calendar and coordinate work schedule of the professional team
- Scan documents and manage files on Dropbox
- Attend team meetings, take meeting notes, and ensure follow-up on action items
- Support contract execution and preparation of contracts, reports, and payment records
- Make purchases for AMLT programs, special projects and AMLT virtual office
- General administrative/clerical tasks
- Assist Executive Director with discreet administrative projects

Grants Management

- Manage and file all grant documents
- Manage project budget records
- Keep track of grant related deadlines and help prepare grant reports
- Generate correspondence related to grant awards, reports, payments, and other grant-related matters consistent with grant timelines

Outreach and Fundraising Support

- Assist with updating AMLT website and preparing communications to AMLT mailing list
- Manage donor acknowledgement process and correspondence
- Maintain donor database and update as necessary
- Create flyers and provide assistance in creation of print materials
- Communicate with AMLT volunteers at in person events and in writing
- Coordinate AMLT event logistics. This may include securing event venues and locations, purchasing supplies, managing RSVPs, organizing food and refreshments and providing assistance as needed during events

Ideal Candidate:

Amah Mutsun Land Trust seeks a team player who gets things done with optimism and on time. The ideal candidate will have a pragmatic, flexible work style, a willingness to learn and ability to work effectively. The Operations Coordinator must be resourceful and able to prioritize assignments, handle multiple projects simultaneously, and meet deadlines. A successful candidate will be adept at moving quickly from one work topic to another, and will be able to wear many hats, as is necessary in a small grass-roots organization. The ability to work independently from a home office within reasonable proximity to AMLT project sites in Santa Cruz and San Mateo counties is essential. The ideal candidate will be committed to the values and approach of the Amah Mutsun Tribal Band and be willing to operate within the cultural norms of the tribe.

Minimum Qualifications:

- Excellent verbal and written communication skills
- Able to work independently with minimum supervision
- Basic bookkeeping experience
- Budget development and oversight experience
- Able to ask questions and seek support as needed
- Able to handle and prioritize multiple tasks, and meet deadlines in fast-paced workplace
- Highly organized with strong attention to detail
- High level of comfort working in a diverse environment
- Able to work from a home office in close proximity to AMLT projects sites
- Valid CA Driver's License and access to a vehicle

Desirable Qualifications:

- Previous administrative/office management experience
- Event coordination experience
- Proficient computer skills with Google Platforms (drive, hangouts, gmail, etc.)
- Knowledge of California Indian culture and history

To Apply: As of April 24, 2019, the position is available immediately and will remain open until filled. Please send a resume and cover letter describing your fit for the position to sreid@amahmutsun.org.

Contact: For more information or questions, email AMLT Director of Programs and Development Sara French at sreid@amahmutsun.org.