



OPERATIONS COORDINATOR

TITLE: Operations Coordinator
TYPE: Full-time, Monday – Friday (8 a.m. to 5 p.m.)
LOCATION: Helena, Montana
SALARY: \$55,000-\$60,000/year DOE
BENEFITS: Health insurance, employer retirement contribution (12%), 401(k), and paid leave
APPLY BY: August 1, 2024

Position Summary

The Montana Land Reliance (MLR) seeks a full-time Operations Coordinator to provide operational, administrative, fundraising, and project support. The Operations Coordinator is the primary point of contact for internal and external constituents on all matters pertaining to MLR and provides all departments with the support and resources necessary to streamline daily operations and ensure efficiency. The Operations Coordinator should be comfortable communicating with people throughout the organization, able to solve problems and improvise as needed, and be adept at managing time for a variety of tasks. The ideal candidate is a natural coordinator with a sharp eye for detail. The successful candidate must enjoy working in a small environment that is mission-driven, results-driven, and service oriented.

About MLR

MLR is an accredited, nonprofit land trust that partners with private landowners to permanently protect Montana's agricultural lands, fish and wildlife habitat, and open space. Since 1978, MLR has helped more than 1,000 families conserve over 1.3 million acres of working lands, wildlife habitat and open space across the state. MLR runs like a business and is one of the most focused and efficient land trusts in the country. The lasting benefits of MLR's work are the perpetuation of a lifestyle and an economy that relies on responsibly managed private land and increasingly valuable Montana open spaces that will continue to nourish the spirit of future generations. MLR intends to double its conserved acreage by 2040 through a planned approach that recognizes MLR's values, respects MLR's history, and builds on the solid foundation laid by MLR's founders to keep the organization and its unique brand of conservation at the forefront of private land conservation in Montana and nationwide. To learn more, visit www.mtlandreliance.org.

Essential Functions (Duties and Responsibilities)

- Type, generate, and edit correspondence.
- Answer telephone and receive visitors, answer general inquiries, and distribute informational materials.
- Prepare meeting agendas, collect and edit discussion materials, and oversee distribution of meeting packets.
- Plan and coordinate Board of Directors and Staff meetings (accommodations, meals, agenda, distribution of meeting materials, and taking and transcribing meeting minutes).
- Maintain organizational database (Salesforce).
- Maintain organizational data and filing systems (SharePoint).
- Maintain and operate office equipment (computer, copier, postage meter, etc.).
- Coordinate major mailings.
- Order supplies, equipment, and manage inventory.
- Negotiate and maintain equipment maintenance agreements.

- Negotiate and maintain managed services IT agreement for computer server support and security.
- Work with insurance vendors to renew and provide MLR's business insurance needs, in coordination with finance department.
- Maintain insurance for vehicles, boats, liability, and offices, in coordination with the finance department.
- Maintain maintenance and licensing records, ensuring that all boats and vehicles are licensed and serviced on a regular basis if appropriate.
- Assist with fundraising events and outreach activities.
- Assist with out-of-state trips including setting up meetings, obtaining airline tickets, and lodging reservations for various departments.

Qualifications

- Undergraduate degree preferred.
- 3-5 years of office experience preferred.
- Excellent customer service and communication skills
- Strong computer skills, including Microsoft Office suite.
- CRM database management skills, Salesforce experience preferred.
- Ability to prioritize and manage a high volume of projects and tasks.
- Hard working with superb attention to detail and nuance.
- An ability to learn and translate information into action.
- Ability to work independently.
- Valid driver's license.

How to Apply

Email a cover letter and resume in PDF format to Katie Stokes at katie@mtlandreliance.org with the subject heading "Operations Coordinator Application: [Your Last Name]."

The application deadline is August 1, 2024. **MLR is an equal opportunity employer.**