



Operations Coordinator

July 14, 2021

Organization Background

The Missouri Coalition for the Environment (MCE) is Missouri's independent citizens' environmental organization for clean water, clean air, clean energy, and a healthy environment. Our mission is to educate, organize, and advocate in defense of Missouri's people and their environment.

MCE began its work in 1969 in St. Louis as the region's first independent citizens' group created to address a broad range of environmental policy issues. Today, MCE is a membership-based organization devoted to advocating for change at all levels of government for the protection of people and the environment. For more info about MCE visit www.moenvironment.org.

Position Overview

The operations coordinator manages office operations and assists the Executive Director (ED) in the financial oversight and management of the organization.

The operations coordinator is a 32-hour per week full-time permanent position, reporting to the ED.

Duties and Responsibilities

- Process all financial transactions including accounts payable and accounts receivable from a variety of sources (grants, donors, members, events, etc.)
- Oversee cash management and manage ongoing banking relationships
- Manage donor database including routine acknowledgement letters and receipts, monthly additions, changes, and creating reports
- Ensure that the ED and programmatic staff have all financial information necessary for the performance of their positions
- Coordinate and manage the daily operations of the office
- Coordinate with contracted service providers for accounting, tax filings, office lease, audits, IT, and other services as needed
- Assist ED in management of MCE's benefits package (health, dental, paid time off, etc.) and annual corporate and the Board of Directors (BOD) insurance renewal process, ensuring appropriate coverage is maintained at all times
- Assist the ED in carrying out the organization's mission by providing administrative support with scheduling, document preparation, and other daily tasks
- Implement procedures for systematic retention, protection, retrieval, transfer, and disposal of records (electronic and paper), including HR documents, budgets, and grant agreements, and maintain files accordingly
- Perform general clerical functions including filing, copying, and faxing
- Serve as primary contact for staff in addressing technology issues with contracted vendors

- Answer the main office phone and voicemails
- Maintain office supplies and provide assistance to staff with office equipment
- Provide support and assistance for events, programs, and activities
- Assist the ED in working with the BOD, preparing board meeting materials and assisting in reporting requirements
- Perform onboarding and offboarding employees
- Maintain employment records
- The Executive Assistant also handles other essential tasks as assigned by the ED.

Required Skills and Abilities

- Strong commitment to a membership-based, mission-driven organization
- Experience with Quickbooks
- Experience with database management, preferably Salesforce or similar cloud-based program
- Experience with a payroll processing system, such as ADP or Gusto
- Experience with human resources items such as benefits and paid time off
- Experience with Google Drive and Google Applications
- Experience with Microsoft Office
- A commitment to team-based solutions
- Excellent verbal and written communication skills
- Self-directed worker with ability to work independently and as a team member
- Ability to work well with volunteers and interns to satisfy mutual goals
- Flexibility, an appreciation for diversity, and a sense of humor with generosity toward others

Benefits and Compensation

- \$18-22 per hour dependent upon experience
- 140+ hours of paid time off per year
- Paid holidays
- Paid parental leave
- Paid short term disability
- Flexible work hours
- Flexible hybrid office/home work environment
- 100% paid health insurance
- Mobile phone stipend
- Professional development opportunities

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To apply, please send a resume to jobs@moenviron.org with the subject line "Operations Coordinator".