Organization Background
Founded in 1969, 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. We envision a future where the people of Missouri, regardless of race, income, or geography, live in and demand a clean, safe, and protected environment, now and for generations to come. We work to achieve this vision through our mission of educating, organizing, and advocating in defense of Missouri’s people and their environment.

Our values, listed below, direct the mission-driven activities we undertake to achieve our vision.

Collaboration – We learn from, nurture, and support other organizations and individuals working for environmental justice and protections. We recognize that we are stronger together.

Equity and Inclusion – We are committed to being inclusive in our work with partners, geographies, communities, and one another, and celebrate the contributions of our staff, supporters, partners, and volunteers. We acknowledge historical inequities and make intentional efforts to dismantle racist and other unjust systems.

Integrity – Our actions reflect our vision, our mission, and our values. We commit to continual learning, evaluation, reflection, and growth. The information we provide is accurate, reliable, factual, and science-based.

Sustainability – We are devoted to the environment because people are a part of nature and reliant on its biodiversity, stable climate, and unpolluted habitats for our survival.

Tenacity – We relentlessly champion the protection of Missouri’s people and their 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. This position is a 24-hour per week part-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
- 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

Reply or forward to appropriate staff member the emails from the moenviron Gmail account.

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 operations coordinator 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**

- $20-22 per hour dependent upon experience
- 105.6 hours (13.2 days) of paid time off per year
- 15 paid holidays
- 401(k) retirement plan
- 4 weeks of paid parental leave
- 6 weeks of paid short term disability
- Flexible work hours
- Flexible hybrid office/home work environment
- 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 status, disabled status, or genetic information.

To apply, please send an email to jobs@moenvironment.org with the subject line “Operations Coordinator” by May 31, 2022.