

Operations Coordinator Recruitment Announcement

Recruitment Closes: Open until filled

Start Date: Negotiable

Location: This is currently a hybrid position for a candidate that resides in the Olympia area.

General Description

The Pacific Education Institute (PEI) is a 501(c)(3) nonprofit that provides professional development to teachers in locally relevant, career connected, outdoor STEM education. The Operations Coordinator's two primary responsibilities are to work with Pacific Education Institute's (PEI) Directors to support data and graphics management and provide day to day administrative support. The job involves collaborating with users to identify the categories of data they need, how often they need it, and how to visualize that data for internal and external use. This is a full-time position that reports to the Finance & HR Director. This position is currently available as a hybrid position that may later become an in-office position. Travel to the Olympia office for a portion of each week is required.

Primary Responsibilities

Data & Graphics Support

- Work with Directors to support PEI's technology needs
- Identify, recommend and prioritize technology systems for outreach, tracking and reporting
- Support Salesforce finance, policy, development and communication systems
- Support the collection, entry, visual representation, use and maintenance of data to track revenue
- Create visual graphic materials from Salesforce data and provide communications support including annual reports, newsletters, social media presence and website as needed
- Support PEI events and logistics (marketing, registration, materials, flyers, distribution lists)
- Coordinate electronic platform utilization; develop and provide training and ongoing support for end users.

Operations & HR Support

- Primary reception and telephone duties when in office
- General office duties: filing, scanning, database entry and maintenance (Excel & Salesforce)
- Process incoming and outgoing mail
- Assist with meeting and event support
- Board support: meeting minutes, contact information updates
- Create and maintain database of software applications and equipment inventory
- Support HR hiring process – post recruitment notices, support interview scheduling, monitoring responses
- Process credit card reconciliations and grant financial status reports
- Verify deposit reports and support monthly financial process
- Prepare and mail semi-monthly bill payments
- Other general office tasks as needed
 - Occasionally review/proofread various communications and/or marketing materials
 - Update communication and development tracking systems as necessary
 - Assist with the recognition of partners and funders

Desired Qualifications

- 3 years of administrative support experience
- Extensive experience with Salesforce is a plus
- Experience with design programs and professional social media
- Proficient use of Microsoft Office 365, remote technology, and online platforms
- Experience with data entry and a strong attention to detail
- Excellent interpersonal relationship and communication skills
- Organizational skills and initiative to problem solve
- Ability to work independently in addition to collaborating and working with a team
- Commitment to and willingness to learn about justice, equity, diversity, and inclusion

Wages and Employment Information

This is a full-time position, 40 hours per week. Wages are \$22.00 to \$24.00 per hour dependent on successful applicant's qualifications and experience. PEI offers a competitive Employee Benefit Plan and includes paid holidays, vacation/sick leave, health, vision, dental, retirement and life insurance benefits.

To Apply

Please apply by submitting a job application on our website at <http://bit.ly/36m5c7T> including a cover letter and resume to Gail Kramer, PEI Finance and HR Director, or by mail to 724 Columbia St. NW, Suite 255, Olympia WA 98501. We are committed to creating conditions where all candidates can fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role. Applications can be accepted in person with an appointment. Incomplete applications will not be considered. PEI thoughtfully reviews every resume submitted but will only communicate with those selected for an interview.

About PEI:

PEI is a leader in promoting scientific literacy and civic engagement by empowering people to make balanced, well-informed decisions for just and sustainable communities. PEI supports educators by specializing in professional learning and FieldSTEM implementation. It is a process that takes students outdoors to integrate language and math skills with an understanding of complex social (cultural, economic, civic) and natural systems to: answer authentic questions through scientific inquiry, design real solutions through engineering, and resolve issues through collaborative decision making. Find more information at <https://pacificeducationinstitute.org/>.