



## **Job Description: Operations Coordinator**

### **About Riverlife:**

Since 1999, Riverlife has worked to create, activate, and celebrate Pittsburgh's riverfronts. A nonprofit leader in building the community vision for Pittsburgh's riverfronts, Riverlife has overseen a \$150 million investment in the city's waterfront transformation, catalyzing \$4.2 billion in related economic development, arts and culture, and ecological sustainability on or adjacent to the city's riverbanks. Riverlife centers its work on the belief that the riverfronts belong to everyone, and world-class riverfront experiences can be created for all using community-driven, equitable development and high-quality, regenerative design. Learn more at [RiverlifePGH.org](http://RiverlifePGH.org).

### **Job Description:**

The Operations Coordinator is a key member of the Operations Department, responsible for managing office systems and processes, supporting the accounting, human resources, and development functions of the organization, and providing scheduling and meeting support to the President and CEO, Riverlife leadership team, and the organization, including board and committee meeting coordination. This is a full time, exempt position reporting to the COO.

### **Key Responsibilities:**

#### **General Administration**

- Fields general organizational inquiries via phone, email, and visitors.
- Handles purchasing and leasing of office equipment, hardware, software, and supplies.
- Works with vendors to schedule work, negotiate rates and contracts, and contain costs.
- Develops streamlined office systems and troubleshoots IT issues.
- Oversees maintenance of internal information sharing systems and record-keeping structure and filing systems.
- Maintains smooth day-to-day operations and administration.

#### **Scheduling & Meeting Support**

- Coordinates scheduling for the President and CEO, and prepares meeting materials.
- Attends board and committee meetings; assists with preparing agendas and reports, taking minutes, and scheduling and meeting logistics.
- Coordinates the conference room calendar and provides AV and tech support for on-site meetings as needed.

#### **Finance & Fundraising Support**

- Provides accounting support including processing and coding invoices, preparing deposits, maintaining accounting records and files, accounting system data entry, and assisting with annual audit preparation.
- Assists with gift processing, gift acknowledgement, appeal and stewardship, data entry in the accounting and donor CRM systems, and maintaining the donor CRM.
- Assists with reconciliations, reporting, and other bookkeeping functions as needed.

## **Human Resources**

- Provides human resources support including: preparing and monitoring time sheets, processing payroll, administering employee benefits, maintaining personnel files, candidate contact and scheduling support for recruiting & hiring, and coordinating employee onboarding process.

## **Experience & Abilities:**

- Three or more years of experience and demonstrated success providing high-level operations and administrative support. Prior nonprofit finance experience a plus.
- Passion for Riverlife's mission and Pittsburgh's riverfronts, trails, and open spaces.
- Demonstrated commitment to equity and inclusion.
- Ability to communicate effectively and professionally, both verbally and in writing.
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency.
- Strong organizational skills with a keen attention to detail.
- Ability to exercise discretion and sound judgment.
- Positive and professional attitude; strong work ethic and resilient spirit.
- Ability to work independently and collaboratively in a small, non-profit environment.
- Flexibility to attend meetings and work events on evenings and weekends as needed.
- Proficiency with Microsoft Office and Google Suite and prior experience with QuickBooks or other accounting software.
- Experience with Salesforce or other CRM tools preferred.

## **Salary & Benefits:**

This is a full-time, exempt position reporting to the COO. Riverlife seeks to be an employer of choice, and offers the following salary & benefits:

- \$47,840-\$52,000 annual salary range
- 25 days PTO per year
- 12 paid holidays + offices closure between Christmas Eve and New Year's Day
- Medical, dental, and vision insurance for employee and family
- Retirement savings plan with up to 6% employer contribution
- Life / AD&D insurance
- Professional development funds
- Flexible hybrid work environment

## **How to apply:**

Please submit your cover letter, resume, professional writing sample, candidate profile, and other application materials by 5pm on Friday, January 12, 2024 through the online application form at:

<https://riverlifepgh.org/operations-coordinator>

We ask applicants to complete this voluntary, anonymous demographics survey to help us improve our efforts to recruit, hire, retain, and support a diverse workforce.

<https://forms.gle/BhKumT3AZ9HGSuzWA>

*Riverlife is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.*