

POSITION ANNOUNCEMENT

OPERATIONS COORDINATOR

Candidates will be reviewed as applications are received and the position will be filled as soon as the appropriate candidate is identified. To apply, please send a cover letter and resume to hr@enviroincentives.com with Operations Coordinator in the email subject line.

OPPORTUNITY

Environmental Incentives is seeking an Operations Coordinator to join our team at our headquarters in South Lake Tahoe, CA or our office in Denver, CO and support company operations, office administration, and human resources management. The Operations Coordinator will work within the Company Health practice area, which aims to ensure a healthy company that achieves its mission by providing internal operations support to its three externally-facing practice areas. This position will report to and be supervised by the Company Health practice area lead, but is expected to carry out duties independently with minimal to moderate guidance. The position is full-time, however, part-time candidates with significant experience and capabilities may be considered.

Primary Duties

- Maintain and when need arises, select and train staff on, software programs used for operational purposes such as time management and file storage/collaboration.
- Provide general office administrative support, such as answering phones, checking mail, and stocking equipment and supplies.
- Facilitate quarterly company performance meetings by delegating assignments to staff, providing necessary supporting documentation to practice area leads, and compiling and creating necessary meeting materials.
- Provide project billing and financial management support to practice area leads and project managers.
- Coordinate personnel performance review process by creating performance plan templates, and guiding staff and managers on performance review materials and timelines.
- Be the liaison between Environmental Incentives' accounting staff and personnel, ensuring that accountants have information they need from staff to do their job and maintain compliance.
- Respond to questions and inquiries from Environmental Incentives staff on matters related to company policies.
- Support audits by gathering materials and responding to requests for information from auditors, and help to ensure company compliance by implementing practice audits and identifying necessary corrective actions to company policies and procedures.
- Coordinate company events, such as the annual strategic planning retreat and the annual Environmental Incentives Awards Banquet.

QUALIFICATIONS

- 3+ years' experience in office administration, operations, human resources and/or other similar fields of work is desired, but qualified candidates with less experience will be considered.
- Bachelor's degree in Business Administration or another relevant field desired, but not required.
- Excellent coordination skills with demonstrated ability to coordinate many moving pieces across many staff and offices.
- Demonstrated ability to appropriately maintain confidential company and employee information.
- Outstanding level of organization with proven ability to multitask and juggle competing priorities.
- Advanced with all Microsoft Office applications (i.e. Excel, Word, PowerPoint, Outlook).

- Easily adaptable to new work environments and receptive to a culture of open communication and feedback.

COMPENSATION

The starting salary range for this position is \$44,000 - \$46,000 or \$38,000 - \$43,000 per year, based on the applicant's experience and fit to position needs.

ENVIRONMENTAL INCENTIVES, LLC

Our mission is to enhance the environmental systems that sustain healthy communities. We empower public and private sector leaders to maximize their effectiveness using Performance-Driven Conservation tools and practices. Since our establishment in 2004, we have become a leading advisor on natural resource programs and policies across the country and internationally.

Environmental Incentives is a small but growing company with three offices across the US.

- Western Office (headquarters) - South Lake Tahoe, CA
- Eastern Office - Washington, DC
- Mountain Office - Denver, CO
- Satellite Office – Sausalito, CA

EQUAL OPPORTUNITY EMPLOYER

Environmental Incentives is an equal opportunity employer and does not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, sexual orientation or national origin.