



Operations Coordinator

Location: Primarily remote, with occasional time in the Executive Director's home office in Arden, monthly meetings in Tryon, events, and team gatherings.

Position Type: Part-Time (30 hours per week). Potential for additional hours.

Compensation: \$21/hour

Reports To: Executive Director

About Champions for Wildlife

Champions for Wildlife connects kids to wildlife through art. We create opportunities for children to explore wildlife through creativity, curiosity, and hands-on learning. By helping kids build meaningful connections with wildlife at an early age, we inspire a lifetime of care for the natural world. We believe that kids who care about wildlife will protect it.

Position Summary

Champions for Wildlife is growing, and we are looking for a thoughtful, organized, tech-savvy person to help us keep the many moving pieces in motion. This is not a traditional admin role. This is a behind-the-scenes mission-support role for someone who likes creating order, learning systems, solving problems, and helping a small team stay focused and prepared. The Operations Coordinator will help manage day-to-day details, support internal systems, track follow-up, maintain records, and help make sure important things do not fall through the cracks.

The right person will be steady, curious, detail-oriented, and willing to jump in where needed. They will enjoy both systems and people, care about clear communication, and understand that strong operations make meaningful mission work possible.

Primary Responsibilities

Operations & Executive Support

- Provide administrative and operational support to the Executive Director
- Manage recurring tasks, deadlines, and follow-up in Monday.com
- Maintain shared calendars, digital files, records, and internal documentation
- Prepare meeting materials and help track next steps
- Help track finance-related deadlines, documents, and follow-up items
- Organize receipts, invoices, contracts, statements, and payment documentation for review
- Support improvements to internal systems and workflows
- Help keep team communication, priorities, and project details organized

This role supports organized financial and administrative processes but does not include bookkeeping.

Database & Donor Support

- Maintain accurate records in Bloomerang
- Assist with donor and contact data entry and updates
- Support gift acknowledgment processes
- Help prepare reports and lists as needed
- Assist with maintaining data quality and consistency

Volunteer & Program Support

- Respond to volunteer inquiries and help maintain volunteer records
- Assist with volunteer scheduling and communications
- Track volunteer participation and hours
- Support logistics for programs, events, and special projects
- Assist with administrative tasks related to educational programming and events

Work Schedule Expectations

This is a 30-hour-per-week position, primarily during a Monday through Friday work week. Some flexibility is available, but the role requires consistent availability, timely communication, and occasional participation in local meetings, events, programs, and team gatherings.

Qualifications

- 3+ years of administrative, operations, project coordination, or office management experience
- Proficiency with Google Workspace (Gmail, Docs, Sheets, Drive)
- Experience with databases, CRM systems, or similar software
- Comfortable learning and working within technology systems, including AI tools.
- Exceptional organizational skills and attention to detail
- Strong follow-through and ability to manage multiple priorities
- Strong written and verbal communication skills
- Ability to work independently while remaining connected to a small team
- Positive, adaptable, solution-oriented mindset

Preferred

- Experience with Bloomerang, Monday.com, or similar systems
- Experience supporting nonprofit organizations, schools, small businesses, or mission-driven organizations

To Apply

Please submit: Resume and a brief cover letter describing your interest in the position. In your cover letter, please tell us why Champions for Wildlife's mission resonates with you. Send application materials to: jobs@championsforwildlife.org