



POSITION AVAILABLE:
Operations Manager
Please submit applications by: July 31

Summary of Position

The Operations Manager plays a central role in keeping The Environmental Center (TEC) running smoothly, sustainably, and effectively. This position oversees core organizational operations, including facility management, administrative systems, HR administration, technology coordination, and organizational support systems.

In TEC's collaborative and self-managing work environment, the Operations Manager serves as a key operational anchor for staff and leadership. Rather than operating through top-down management structures, TEC emphasizes distributed decision-making, transparency, autonomy, and peer accountability. This role is responsible for updating and maintaining the systems, processes, and operational infrastructure that allow staff and programs to thrive.

Type of Position: Full time/non exempt, 40 hours per week.

Expected Start Date: September 8th, or earlier if available

Reports to: This position reports to the executive leadership team.

Supervisory Responsibility: May supervise contractors or vendors supporting operations, HR, facilities, IT, or administrative needs.

Work Environment: The Environmental Center (TEC) is located at 16 NW Kansas Ave.

We operate as a hybrid workplace that offers employees the flexibility to work at the office, out in the community, and remotely (at home or other locations) to successfully achieve the roles and responsibilities outlined for each position, recognizing that some roles require more in-person and/or office time than others. Because this position supports daily organizational operations, regular in-office presence is required, while still allowing flexibility in managing workload and schedule.

About The Environmental Center (TEC)

TEC is a regional hub of environmental education, engagement, and action. Our mission is to embed sustainability into daily life in Central Oregon. In collaboration with local communities, we work to advance a healthy, vibrant place to live, work, and play – for all of us today and for future generations to inherit. We strive to prioritize equity and accessibility in the decisions we make, the partnerships we build, the services we deliver, and the outcomes we seek to achieve. We have a new shared leadership model that distributes decision making using a self-management system.

You can learn more about us and read our values at envirocenter.org.

Environmental initiatives, including those of The Environmental Center, have too often been exclusionary. We recognize that community members who are Native, Indigenous, Black and other people of color, 2SLGBTQ people, those with disabilities, people who are houseless, those with low incomes, and people who live in rural areas are most adversely affected by climate change and environmental degradation, and oftentimes the least included and prioritized. We believe these communities must be at the center of our work, and we strongly encourage people with these identities to apply for this position.

Essential Outcomes for the Operations Manager

- Coordinate and refine HR administration and staff support systems that contribute to a healthy and effective workplace culture.
- Lead and maintain the operational systems that support TEC's daily functioning and long-term organizational health.
- Ensure TEC's facilities, technology systems, vehicles, and office infrastructure are safe, functional, welcoming, and well-maintained.
- Provide operational coordination for major organizational events and cross-team initiatives.

In addition, each TEC staff member is asked to:

- Create an annual work plan to achieve your goals that is consistent with TEC's strategic plan.
- Identify and work towards your annual growth and development goals.
- Participate in TEC's commitment to diversity, equity, and inclusion (DEI) - which may include but is not limited to engaging in learning opportunities and attending/supporting community events and programs hosted by other organizations.
- Represent TEC's values and uphold our Team Charter.

Scope and Duties for the Operations Manager

Organizational Operations & Administrative Systems

Lead and maintain the operational systems that support TEC's daily functioning and long-term organizational health.

- Oversee day-to-day organizational operations and administrative workflows.
- Develop and improve internal systems, processes, templates, and documentation.
- Coordinate organization-wide scheduling, logistics, and operational calendars.
- Support staff with administrative tools and operational guidance.
- Maintain organized organizational files and records.
- Process incoming mail, checks, and operational correspondence.
- Support donor and development-related data entry.
- Respond to general organizational inquiries via phone, email, and in-person visits.
- Coordinate operational support for organizational events and activities as needed.

- Maintain organized operational and compliance records.

Human Resources & Staff Support

Coordinate HR administration and staff support systems that contribute to a healthy and effective workplace culture.

- Coordinate staff onboarding and offboarding processes.
- Support benefits administration and annual enrollment processes.
- Coordinate employee commute benefit programs and staff administrative support.
- Maintain and review organizational policies and operational procedures.
- Coordinate staff training and required organizational compliance processes.
- Support hiring logistics and internal administrative coordination.
- Coordinate HR-related contractors or external support providers as needed.
- Maintain confidential personnel and HR records.
- Support implementation of organizational policies, workplace practices, and operational procedures.
- Help maintain operational systems that support transparency, accountability, and healthy collaboration within a self-managing organizational structure.

Facility, Technology & Office Management

Ensure TEC's facilities, technology systems, vehicles, and office infrastructure are safe, functional, welcoming, and well-maintained.

- Oversee TEC facility operations and office management.
- Coordinate facility rentals and renter communications.
- Manage office supply purchasing and inventory.
- Coordinate facility maintenance, repairs, and vendor relationships.
- Ensure the office and shared spaces remain functional, organized, and welcoming.
- Coordinate cleaning, repair, and maintenance services.
- Maintain building security systems and facility access systems.
- Respond to facility operational issues.
- Coordinate vehicle maintenance, safety checks, insurance documentation, and emergency supplies.
- Maintain operational technology systems and coordinate IT support needs.
- Support staff with basic operational technology troubleshooting and coordination.
- Manage insurance renewals and serve as the primary contact for Certificates of Insurance (COI) requests.
- Coordinate annual insurance reviews and operational coverage needs with leadership.

Event Operations Support

Provide operational coordination for major organizational events and cross-team initiatives.

- Support operational logistics for organizational events and community programs.
- Coordinate vendors, contractors, and logistical support for events as needed.

- Collaborate with program and communications staff on operational needs tied to outreach and engagement activities.

Organizational Responsibilities (10%)

- Participate in monthly check-ins and an annual review with your supervisor.
- Engage in regular internal communication with staff through slack.
- Engage in regular external communications through email.
- Be present at the office to answer community inquiries and provide information about TEC in accordance with our adopted hybrid workplace policy.
- Provide vacation coverage for other teammates as needed.
- Complete timekeeping and other reporting requirements.
- Participate in organization-wide activities as needed, including our MountainFilm event, Earth Day Fair and Parade, Green Tour, and donors/supporter events.
- Represent TEC at select community events organized and hosted by others.
- Collaborate with the Communications Manager on communications needs and outreach strategies.

We Are Looking For

- Experience in non-profit operations and office/facility management
- Self-directed and takes initiative in developing a new organizational position
- Comfort working with the public, strong customer service skills
- Strong organizational and project management skills
- Ability to manage multiple priorities and shifting needs independently
- Strong communication and interpersonal skills
- Comfortable working both independently and collaboratively
- Experience with administrative software systems, databases, and operational technology platforms
- Ability to maintain confidentiality and exercise sound judgment
- Commitment to sustainability, equity, and community-centered work
- Communicates proactively and transparently
- Enjoys supporting teams and building systems that help others succeed
- Comfort navigating shared leadership models
- Proficiency with Google Workspace apps
- I-9 Employment Eligibility Verification will be required.

Compensation & Benefits

The wage for this position is \$24.35/hour - 28.35/hour to start, depending on experience and qualifications.

In addition, TEC offers:

- For full time employees:
 - Group medical, vision and dental insurance policies. TEC pays up to 85% of the premium for full-time employees;

- Access to a SIMPLE IRA retirement plan with employer match up to 3% of the employee's annual gross income;
- 13 paid holidays per year, paid volunteer time, a generous personal-paid-time-off policy, and a sabbatical after 7 years;
- \$500 annual stipend to support growth and development opportunities.

TEC will provide a laptop, external monitor, keyboard, and mouse, plus a small stipend to support a comfortable home office.

Ready to Apply?

Applicants that have a mix of the desired experience, even if not all, are encouraged to apply. We respect that each person on our team contributes to a healthy, sustainable community in their own unique way. In other words, you don't have to identify as 'an environmentalist' to join our team. If our values align, we'd love to meet you.

Please mail or e-mail a cover letter describing your interest in the position, a resume, and three relevant references who can speak to your qualifications.

Applications are due by July 31, 2026.

Send to Tim Page - tim@envirocenter.org

The Environmental Center, Attn: Tim Page

PO Box 970 Bend, OR 97709

Please note this job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities of the employee to do this job. Duties, responsibilities, and activities may change at any time with or without notice.

TEC is committed to equal employment opportunities. We make our employment decisions based on organizational needs and individual qualifications; not on race, color, age, gender identity, sexual orientation, religion or belief, national origin, or physical/mental disabilities.

If you need assistance or an accommodation due to a disability, please contact us at info@envirocenter.org or call us at (541) 385-6908.