



# Environmental Volunteers

## ENVIRONMENTAL VOLUNTEERS - JOB ANNOUNCEMENT

### Open Position: Operations Associate

At Environmental Volunteers, we inspire people of all ages to learn about the wonders of the natural world. We train volunteers to lead hands-on science and nature programs in schools, community organizations, and at the EcoCenter in the Palo Alto Baylands Nature Preserve.

The Operations Associate will serve an important role in the team by supporting the ongoing work of the Environmental Volunteers office. The candidate for this job will have an appreciation of the importance of environmental education, and a wide array of interests and talents. From “people person” to “data wonk”, the ideal candidate is eager to learn as much as they can about nonprofit management.

The position is based at the EcoCenter in the Palo Alto Baylands with either a hybrid or fully in-person schedule.

### Primary Responsibilities:

- **Development:** Support our development team with events, mailings, and processing/tracking donations.
- **Human Resources:** Support the process of onboarding new employees, running payroll, managing benefits, and maintaining related documentation.
- **Accounting:** Track and process incoming money, pay bills, and run reports for the financial team.
- **Facilities:** Manage the supplies, equipment, and maintenance needs of our offices.

See the formal [job description](#) to see a detailed list of responsibilities.

### You are a great fit for this position if you:

- Have strong oral and written communication skills.
- Are self-sufficient with the ability to prioritize, manage multiple tasks and responsibilities, and meet deadlines.
- Have strong math skills as it relates to managing money (i.e. accounting, not calculus).
- Are a creative problem solver and supportive team member.

**To qualify for this position, we require:**

- Adequate transportation to work sites. Note that while we support the use of non-car-based transportation, the EcoCenter and many off-site locations are not conveniently located to public transportation.
- Computer literacy, and willingness to learn new computer programs. We use Apple computers, Google's GSuite (supplemented by MS Office), Salesforce, Monday. This position also works with Gusto, and a variety of vendors' online portals.
- Demonstrated experience working with data management. This position plays a key role in maintaining information in our development database.
- Demonstrated experience with project management or coordinating logistics. This position manages many tasks that require the coordination of multiple pieces at once.

**The following items are highly desirable but can taught on the job if necessary:**

- Experience with human resources, operations, insurance, or other types of administrative duties, as this is the focus of this position.
- Experience working in a non-profit and or in environmental, educational, or youth-serving organizations as this gives valuable context for our work.
- Experience with Salesforce, our database management system.

**About the Environmental Volunteers**

Since 1972, the Environmental Volunteers (EV) has been sharing the wonders of environmental science with youth, sparking their interest in lifelong learning through discovery of the natural world. Our dedicated team includes 9 staff, 4 consulting members, and 14 current board members. Our mission is to promote understanding of, and responsibility for, the environment through hands-on science education. We fulfill our mission in three primary ways: a school-based program that reaches over 10,000 students annually; a college-volunteer led program called Sprout Up; a nature center in the Palo Alto Baylands; and community outreach programs. EV is a volunteer-based organization. Our 100+ volunteers conduct almost all of our programming. The EcoCenter, our headquarters located in the Palo Alto Baylands Nature Preserve, is a new community resource for environmental education and a place that inspires a love of nature and stewardship. We are now growing across the country with EV Sprout Up chapters at Santa Clara University, UC Santa Cruz, UC Santa Barbara, UC Davis, Cal Poly, UCLA, Columbia University /Barnard College, and New York University.

**Our organizational values include:**

The Passion of our Volunteers – We believe that nature is awesome, everywhere and for all. We develop and empower future stewards of nature. Passion for the experience of volunteering continues to spread, inspiring remarkable contributions from our volunteer leaders, staff, partners, and the rest of the EV community.

Collaboration – Internally, we are a highly collaborative and mutually-supportive team. Externally, we are committed to mutual trust and respect with our partners. We resolve differences when they may emerge with respect and civility.

Integrity – Our success and reputation depend on our integrity as an organization. Therefore we use consistent, reliable decision-making to guide our efforts. We apply common sense and good judgment to our work, and recognize our essential responsibility to use contributions and resources.

Learning – We believe that learning and curiosity are at the core of everything we do.

Stewardship and Philanthropy – We could not achieve our mission without the generosity, commitment and philanthropic support of our volunteers and donors who share these values.

Diversity, Equity, and Inclusion – EV acknowledges systemic racism and other social injustices and their impact on the EV community. We have begun the journey of understanding racism and injustice and their impacts on people of color and others. We are committed to making change within our organization and to supporting change within the EV community towards a more just and equitable future.

EV has recently updated our strategic plan.

### **Typical Working Conditions and Travel**

The position is based at the EcoCenter in the Palo Alto Baylands with either a hybrid or fully in-person schedule.

The position requires regular local travel to run errands (e.g. the bank), to visit our South Bay Office in Santa Clara or to go to program and event sites throughout the peninsula.

The position requires some evening or weekend work (usually associated with an event).

### **Salary and Benefits**

The salary range for this position begins at \$55,000. Benefits include paid holidays, vacation, sick time, and health, dental, vision, life and long-term disability. 403(b) plan. Eligible for employer contribution after one year of employment.

### **Equality Statement**

Equal Opportunity Employer. EV provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran, in accordance with applicable federal, state and local laws.

EV complies with all applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### **Instructions to apply**

Submit a cover letter AND resume in PDF format to: Search@EVols.org

Cover letters help to give us a sense of your communication skills, especially in writing. In addition, we want to get a better sense of how you see your work experience preparing you for a position in a small environmental education nonprofit.

In the subject line, please reference your last name, followed by "{Job Title}"  
No phone calls, please.

All interested individuals, including black, indigenous people, and people of color; women; and LGBTQ+ persons are encouraged to apply.

Information including a detailed job description can also be found at:  
<http://www.evols.org/opportunities>

---