



Operations and Program Coordinator

Job Description

Updated April 2024

Exempt Employee (1.0 FTE)

Location: Coburg, Oregon

Reports to: Deputy Director (subject to change)

Starting Salary Range: \$40,000-\$50,000 (dependent on experience)

Spanish Language Proficiency Is Preferred: A 2.5% bilingual/cultural premium is available

Job Purpose

RDI is seeking an Operations and Program Coordinator to support our work to build more resilient, equitable, and thriving rural economies in the Pacific Northwest. This position includes a wide range of responsibilities that include providing financial, administrative, and logistical support, as well as building and maintaining effective relationships. RDI's four program areas interconnect and center on our values in Equity, Community, and Economy, which include Collective Leadership, Resilient Economies, Inclusive Policy, and Equitable Funding. Rural Spanish speakers receive 40 percent of RDI's work.

Note: RDI encourages applications from candidates interested in working with our team but feel they are not fully qualified. If the winning candidate is underqualified, RDI will customize a position and pay level. This is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of RDI are expected to perform tasks as assigned by supervisory/ management personnel, regardless of job title or routine job duties. Duties, responsibilities, and activities may change or new ones may be assigned at any time, with or without notice.

Job Duties

Provide high-level administrative support to operations, finance, and human resources:

- Process and maintain records for monthly accounts payable transactions and staff expense reports.
- Coordinate the execution of all consultant contracts.
- Coordinate and act as point person for all organizational-wide meetings and holidays.
 - Schedule and manage company-wide calendars.
 - Arrange lodging contracts, finalize lodging needs, and organize venue space.
 - Assist with agenda creation and distribution, and coordinate meeting catering and supplies.
- Monitor, update, and oversee equipment inventory, office supplies, and other necessary purchases.
- Coordinate and maintain in-office systems including phones, equipment, and cleaning.
- Create positive working relationship with partners and vendors; resolve questions and concerns.
- Assist with the organization and maintenance of company files. Ensure accurate and concise data entries from hard copy and electronic sources.
- Maintain staff contact list, organizational chart, and work plan hours.



Operations and Program Coordinator

Job Description

Page | 2

- Work with contracted technology support to assist staff with technology concerns; research and purchase technology supplies and minor equipment.
- Answer phones and greet or assist visitors. Respond to or refer inquiries to appropriate staff.
- Coordinate hiring process; schedule interviews and orientation as needed.
- Assist with providing documentation for the annual audit.

Provide coordination for RDI programs and administrative support to program staff:

- Schedule and arrange logistics for program events and virtual meetings.
 - Negotiate contracts and arrangements with meeting facilities and caterers.
 - Assist with meeting notices, registration, logistics, mailings, and minutes.
 - Organize staff travel arrangements and logistics details.
 - Monitor and coordinate training supplies and materials, ensuring the timely creation of program-related training materials, PowerPoint presentations, and brochures.
- Effectively communicate with participants, stakeholders, community leaders, and RDI community contacts (phone, email, Basecamp, Microsoft Teams, Zoom, posted mail).
- Gather and track qualitative program data and process program evaluations.
- Maintain records of program participants, materials, and reports in files and database.

General Duties:

- Maintain RDI's core organizational competencies and follow RDI's financial guidelines.
- Embrace and support RDI's efforts to advance diversity, equity and inclusion.
- Contribute to a diverse, collaborative, and welcoming team environment by treating others with respect, valuing their uniqueness, and promoting inclusion and cultural responsiveness.
- Work as part of a team to evaluate existing efforts, identify emerging trends, innovate and design RDI services, and strengthen RDI's mission overall.
- Perform other duties as assigned.

Key Qualifications and Skills

- Two years on the job experience in administrative support or accounting is required. Nonprofit experience and education in Business Administration, Accounting, or a closely related field is a plus.
- Strong personal and verbal skills: a professional and friendly communication style, polite and polished in person, on the phone, and through email and other technology-based modes.
- Deep understanding and skills to work alongside people from diverse backgrounds and cultures. Spanish language proficiency is preferred.
- Skilled in Microsoft Office Suite: Excel, Outlook, Word, PowerPoint, Teams.
- Self-starter with a high level of initiative, follow-up skills, and attention to detail.
- Adept at multi-tasking, prioritizing tasks to meet objectives, and using time efficiently.



Operations and Program Coordinator

Job Description

Page | 3

- Demonstrated flexibility and adaptability to changing priorities and deadlines.
- Experience working in a collaborative virtual environment with staff and partners in multiple states.
- Ability to handle sensitive information in an appropriate and confidential manner.
- Ability to bend, push, pull, grasp, and lift up to 30 pounds.

Work Environment

- This is an office-based position requiring regular scheduled hours at RDI's office in Coburg, Oregon.
- RDI works on a 36-hour workweek with some flexibility within established hours of operation.
- Occasional regional or out of state travel is required, and virtual work exceptions may be available.
- Long days or weekend work may occasionally be required to meet project deadlines.
- Compliance with our youth protection policy is required, which includes background screening.

We Offer

- A 36-hour workweek and a flexible schedule within established hours of operation
- A robust defined benefit package providing health, vision, and dental insurance
- AAA membership
- Generous Paid Time Off (PTO) policy and eleven paid holidays
- On the job training along with ongoing professional development
- Monthly phone stipends
- 2.5% bilingual/cultural premium
- Company contribution to a 401K account when eligible
- Sabbatical after ten years of service

Application Process

Deadline for applications is 8 am, May 1, 2024. Position is open until filled.

Please submit:

- **Cover letter** (1 page maximum) clearly outlining the specific skills and knowledge you bring to the job
- **Resume** detailing relevant experience, work history, education, and accomplishments

RDI will ask final round interviewees to provide three references. Not required at initial submission. RDI will not consider incomplete applications.

Email to: hr@rdiinc.org

Mail to: Human Resources, Rural Development Initiatives Inc., 91017 S Willamette Street, Coburg, OR 97408

RDI is an equal opportunity employer that values diversity of all kinds. We believe that organizational behavior can disproportionately impact the most marginalized people in society. It is our policy to ensure that all individuals are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, expression, gender identity, or veteran status. We strongly encourage applications from people with these identities or who are members of other marginalized communities.