

Job Opening: Operations Manager

**Organization:** Southeast Alaska Watershed Coalition  
**Location:** Juneau, AK (in-person)  
**Compensation and hours:** \$30-40 per hour DOE plus benefits  
20-30 hours/week with potential for full time

**Background:** The Southeast Alaska Watershed Coalition (SAWC) is a nonprofit organization that fosters partnerships with Tribes, agencies, and community groups to support stream, riparian, and wetland restoration, stormwater and invasive plant management, watershed assessment, planning, and management, and environmental monitoring across the region. We have a staff of 7 full-time employees and a part-time bookkeeper. We have an annual budget of \$1.8 million and are funded primarily by federal grants.

**Position description:** The operations manager is responsible for SAWC's day-to-day financial and operational needs including grant and financial management, bookkeeping, compliance, and other administrative and office duties.

**Core responsibilities:**

- Grant management: organize and track documentation, budgets and expenditures, and important due dates for all grants and communicate with staff. Complete grant financial reports and coordinate progress reporting. Participate in grant writing.
- Financial management: manage cash flow and submit reimbursement requests. Prepare financial reports for board of directors. Work with ED to track project and organizational budgets.
- Bookkeeping: enter receipts, write checks, and perform reconciliations. Process payroll in bookkeeper's absence. Prepare annual tax information for accountant.
- Compliance: prepare for annual federal single audit and act as point-of-contact. Write and track subaward agreements and contracts. Monitor organizational compliance with regulations.
- Office management: manage landlord communications, internet, phones, basic IT troubleshooting, tech and software subscriptions, record keeping and organization.
- HR: manage selection of company healthcare plan, maintain insurance policies, assist with onboarding, and set per diem rates.

**Optional responsibilities:** Applicants interested in full-time work may take on additional responsibilities:

- Communications: create annual report to stakeholders. Create outreach materials as needed. Update website and Facebook as needed.
- Biological sciences and field data collection and other programmatic tasks.

**Desired qualifications:**

- Relevant degree in administration, finances, or natural resource management and/or 3 years of work experience in operations, administration, or grant management.
- Basic accounting experience. Proficiency with Excel is necessary and QuickBooks Online proficiency a plus.
- Organized, good attention to detail, good with numbers.
- Flexible, motivated, and supportive of the organizational mission.
- Strong interpersonal, verbal, written communication skills.
- Experience in grant writing and grant management.
- Technological proficiency in Microsoft Word, Excel, and Gmail required. Other frequently used programs include Google Docs, Google Sheets, QuickBooks Online, and Adobe InDesign.

**Other benefits:**

- Healthcare if 30hrs/week or more.
- Paid PTO, sick leave, and holidays.
- Employer Simple IRA contributions after 1 year of employment.
- Flexible schedule.
- Casual and friendly work environment for a good cause.

**Physical demands and work environment:** The physical and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to walk, use hands to finger, handle objects, tools, or controls; reach with hands and arms; balance, stoop; bending or crouching; talk or hear. The employee must be able to lift/carry and/or move up to 20 pounds safely. Specific vision abilities required by the job include close vision and the ability to adjust focus. Driver's license is preferred.

To apply, please email a cover letter, resume, and three references to Rob Cadmus at [rob@sawcak.org](mailto:rob@sawcak.org). Applications will be accepted until position is filled. If you have questions, please call 907-957-9818.