



Nature Collective

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Operations Assistant Job Description

Classification: Full-time (40 hours per week), Non-Exempt

Reports to: Operations Director

Compensation: \$20-22 per hour

Position Summary:

The Operations Assistant job duties include, but are not limited to, coordinating job details with the operations team, assisting with water quality measurements, handling correspondence with contractors, assisting with invoicing, assisting with land management, and various projects as assigned as needed.

Responsibilities:

- Conduct water quality measurements, retrieval, and calibration of water quality measuring devices
- Land stewardship and maintenance of Nature Collective owned open space
- Assist with all administrative and operational duties.
- Maintain neat appearance of lobby, supply room, kitchen and conference rooms.
- Conduct maintenance of vehicles and other capital equipment
- Order office and program supplies, as needed
- Assist with special projects, research and compile information as needed.
- Provide comprehensive and confidential administrative and operational support.
- Lead the summer land stewardship monitoring program

PO Box 230634 Encinitas, CA 92023-0634 | T 760.436.3944 | naturecollective.org

501(c)(3) Tax ID: 33-0358660 | Printed on recycled paper.

- Mentor interns that work within the water quality and land stewardship programs
- A typical schedule will consist of Monday–Friday, flexible hours available.

Qualifications:

- 1+ year, experience in outdoor fieldwork, high school diploma (preferred)
- Intermediate proficiency in Microsoft Word and Excel
- Strong verbal communication.
- Strong attention to detail, with a proven ability to follow instructions.
- Excellent phone and interpersonal skills.
- Adaptable/flexible, enjoys doing work that requires frequent shifts in direction.
- Detail-oriented, would rather focus on the details of work than the bigger picture.
- Autonomous/Independent, enjoys occasionally working with little oversight.

Physical Requirements:

- Physically able, with or without an accommodation, to work in outdoor environments with uneven terrain, variable outdoor conditions including heat, dust, moisture, dense vegetation, and dryness; position requires frequent standing/walking and lifting to 75 pounds; operation of vehicles; working with arms above shoulder level, climbing stairs, using portable ladders, wearing fall protection, operation of heavy, moving, or dangerous equipment, working in an environment of heavy, moving, dangerous equipment, working in water (e.g., swimming, wading, kayaking), keyboard/mouse operations. The position will include wearing associated personal protective equipment, including safety glasses/goggles, gloves, safety shoes/boots, and a face shield.

Travel:

- Must possess a valid California driver's license, with a clean driving record.
- Must be able to travel independently to project sites within the County of San Diego.



EMPLOYMENT APPLICATION

Submit this application, a cover letter, and resume to HR@naturecollective.org.
Subject: Operations Assistant. Applications will be accepted from July 22 -August 5, 2024.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information and any other characteristic protected by applicable state or federal law.

Please carefully read and answer all questions.

APPLICANT INFORMATION

<u>EMPLOYEE'S NAME (LAST, FIRST, M.I.)</u>		<u>TODAY'S DATE</u>
<u>STREET ADDRESS</u>		<u>APARTMENT/UNIT #</u>
<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>	
<u>POSITION APPLIED FOR</u>	<u>DATE AVAILABLE</u>	<u>DESIRED SALARY</u>
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE YOU EVER WORKED FOR THIS COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO

EDUCATION

<u>HIGH SCHOOL</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>COLLEGE</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>OTHER</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>

EMPLOYMENT HISTORY (PLEASE INCLUDE 7 YEARS OF EXPERIENCE)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

EMPLOYMENT HISTORY (CONTINUED)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>REFERENCES</u>			
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>

DISCLAIMER AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

<u>SIGNATURE</u>	<u>DATE</u>
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