



Big Sur Land Trust is hiring a new
Operations Coordinator

Big Sur Land Trust (BSLT) is seeking a full-time **Operations Coordinator** who will serve as the backbone of our daily administrative and operational functions. This highly collaborative position ensures that our office, staff, systems, and internal processes function seamlessly allowing BSLT’s conservation, stewardship, philanthropy, and community programs to thrive. As a central member of our team, the Operations Coordinator supports Finance, IT, HR, Development, and Program staff while helping to foster a positive, inclusive, and mission-aligned work environment.

Big Sur Land Trust Big Sur Land Trust inspires love of land across generations, conserves the unique landscapes of Monterey County, and expands access to outdoor experiences for all.

Job Detail	
Job Title: Location: Status: FTE: Reports to: EEO:	Operations Coordinator Monterey Office Full -time, Non-Exempt 100% Operations and IT Systems Manager The Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics
Job Duties	
General Description	The Operations Coordinator is responsible for supporting the daily functions of the nonprofit office, ensuring a welcoming, well organized, and productive work environment. This role oversees general office operations, coordinates with vendors, maintains supplies and equipment, and helps streamline administrative workflows. The position is responsible for managing vendor invoicing, accounts payable and accounts receivable. The position serves as a key individual in managing the organization’s spend management platform. In addition, the position ensures donor records remain accurate through prompt and thorough data entry. This is an excellent opportunity for an experienced professional who is passionate about land conservation and skilled in organization, communication, and creating an efficient, positive workplace.
Examples of Primary Duties:	<p>Office & Facilities Management</p> <ul style="list-style-type: none"> • Oversee daily office operations, ensuring a well-organized, welcoming, and efficient environment. • Manage office supplies, proactively track inventory, and ensure budget alignment. • Coordinate with vendors, service providers, and facilities contractors. • Maintain organized physical and digital filing systems ensuring confidentiality and compliance. • Provide front desk hospitality and create a positive, professional guest experience. <p>Financial Administration (AP/AR)</p> <ul style="list-style-type: none"> • Manage all vendor invoicing and accounts payable processing, including weekly check runs. • Administer accounts receivable, including tracking and timely follow-up. • Support Finance in maintaining accurate documentation and audit-ready records. • Serve as a key user of the organization’s spend-management platform. <p>IT & Systems Coordination</p> <ul style="list-style-type: none"> • Serve as the first point of contact for basic IT troubleshooting and operational technology support.

	<ul style="list-style-type: none"> • Assist the IT Manager in coordinating equipment purchases, systems updates, and staff technology needs. • Help support onboarding and offboarding related to technology access and equipment. <p>Donor & Data Management</p> <ul style="list-style-type: none"> • Maintain accurate donor records in Salesforce, supporting high-quality data entry and reporting. • Manage donor acknowledgment processes, including drafting thank-you letters and tax receipts. • Support Development in ensuring timely, accurate, and meaningful donor stewardship. <p>Staff Support & Culture</p> <ul style="list-style-type: none"> • Provide administrative support that strengthens internal workflows and promotes a positive team culture. • Assist in scheduling and coordinating staff trainings, meetings, and community outreach events. • Uphold BSLT’s values, ensuring all interactions reflect empathy, equity, respect, and professionalism. <p>General Administrative Duties</p> <ul style="list-style-type: none"> • Respond to email and phone inquiries with professionalism and warmth. • Assist with photocopying, scanning, mailing, and other office tasks as needed. • Perform additional duties as assigned to support organizational efficiency.
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Accountabilities	
<p>The Operations Coordinator is accountable for delivering the following results:</p> <ul style="list-style-type: none"> • An extremely high level of accuracy in their work • Exceptional written and verbal communication skills • Work collaboratively across the organization • Anticipating and delivering on the needs of internal and external customers • Upholding BSLT’s Values and Guiding Principles 	
Qualifications	
Knowledge and Skills	<p>The successful candidate will possess any combination of education, training, and work experience that provides the required knowledge and skills. Typical qualifying education and experience might include:</p> <ul style="list-style-type: none"> • Bachelor’s Degree or equivalent experience • At least two years of relevant operational, administrative, or office management experience • General knowledge of accounting principles with experience; accounts payable experience strongly preferred • Experience using financial software preferred (e.g. QuickBooks, MIP, or similar) • Experience using Salesforce CRM strongly preferred • Experience with database entry and reporting skills • Proficient in Microsoft 365, including strong Excel skills • Strong organizational, problem-solving, and analytical skills • Flexibility and adaptability in a dynamic work environment • Excellent attention to detail • Strong interpersonal skills and commitment to exceptional customer service • Ability to support staff and constituents with care, patience, and empathy

Physical/ Mental Work Demands:	<ul style="list-style-type: none"> • Frequently use of computers and reading of technical information • Ability to stay focused in a busy or occasionally noisy office environment • Frequent sitting or standing. • Occasionally lifting of items up to 40 pounds • Ability to participate in outdoor events when needed
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Compensation & Benefits: The hourly wage range: **\$23.00-\$28.00, DOE**. BSLT offers a competitive benefits package that includes comprehensive health coverage (medical, dental, and vision), life insurance, 403(b) contributions, HSA contributions, and an Employee Assistance Program. Employees also receive paid holidays, vacations, and 40 hours of paid sick leave annually. This position offers ongoing professional development opportunities and other learning resources that support long-term career growth.

Employment is contingent upon the successful completion of a background check. In compliance with the California Fair Chance Act, background checks are conducted only after a conditional offer of employment and are evaluated fairly and individually, consistent with applicable laws.

How to Apply: The following three items are required to be considered for the position:

1. Your resume
2. A letter of interest that addresses qualification requirements, notes availability to start.
3. Please E-mail the completed application to employment@bigsurlandtrust.org. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews. No calls, please. **The position is available immediately and will remain open until filled.** For more information about BSLT, please visit www.bigsurlandtrust.org

Recruitment Schedule: Preliminary screening calls will begin on the 3rd week of April, with the first round of interviews scheduled in late April. The position will remain open until filled.

For more information about Big Sur Land Trust, please visit www.bigsurlandtrust.org