



*the* **SAN JUAN  
PRESERVATION  
TRUST**

### **Operations Specialist (Temporary One-year) Job Description**


<b>Location:</b>	Friday Harbor, WA, but the position may allow for some remote work within the San Juan Islands, with weekly visits to the main office.
<b>Salary:</b>	\$54,000 - \$59,000 annually; depending on years of experience and qualifications
<b>Benefits:</b>	11 paid holidays/year, plus vacation and sick leave accrual
<b>Hours:</b>	Full-time 40 hours per week, Non-Exempt Employee
<b>Reports To:</b>	Director of Operations & Finance
<b>Deadline:</b>	Applications accepted until the position is filled, with first round of applications to be reviewed by November 17 and first round of interviews to take place before December 8.

#### **SUMMARY:**

The San Juan Preservation Trust (SJPT) is seeking a resourceful and flexible professional to join our team as the Operations Specialist. Reporting to the Director of Operations and Finance, this position is primarily responsible for executing tasks and activities that arise from day-to-day operational functions and staff requests, IT administration and support for SJPT staff and systems, as well as coordinating various operations projects across the organization. It is a fantastic opportunity to learn about land trust work and have new and various projects to support every week. Possibility of permanent employment in this or other SJPT positions may be available.

#### **Organizational Profile**

The San Juan Preservation Trust ([www.sjpt.org](http://www.sjpt.org)), founded in 1979, is a private, nonprofit, nationally accredited land trust dedicated to helping people and communities conserve land in the San Juan Archipelago of Washington State.



Together with our landowner partners and members/supporters, the Preservation Trust permanently protects approximately 300 properties, 50 miles of shoreline, 25 miles of trails, and 19,000 acres on 22 islands, including land now managed as public parks, nature preserves, wildlife habitat, and working farms and forests.

The Preservation Trust—a 501(c)(3) nonprofit organization—is governed by a volunteer Board of Directors and currently employs 15 full-time staff and 9 part-time staff. Our headquarters are on San Juan Island, which is served by the Washington State Ferries system. Financial support comes from the voluntary contributions of some 3,000 individuals, families, and private foundations.

Our **MISSION** is to:

- CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- CARE for the lands and waters under our protection, with our partners;
- CONNECT people to nature, to each other, and to the Preservation Trust.

## Responsibilities

### IT Administration and Support

- In partnership with the Director of Operations and Finance, and the contracted IT support vendor, maintain and enhance SJPT's IT infrastructure, including general Microsoft Office 365 administration, shared document platform (SharePoint), chat/message/video platform (MS Teams), and IT security/encryption settings.
- Develop and document efficient systems to track staff computer hardware/software/licenses, and work with IT support vendor to assist with upgrades, laptop setup, infrastructure assessments, and troubleshooting.
- Research and implement IT best practices for nonprofit organizations. Evaluate solutions that will support compliance, improve efficiency, and enhance user experience.
- Participate in continuing education opportunities to disseminate information to SJPT staff on technology. Train and support SJPT staff in Microsoft Teams, Microsoft SharePoint, Adobe Acrobat, and other technology platforms that are currently in use, while evaluating where improvements can be made.
- Partner with staff members/external web-design consultant to understand current website, databases, backend configurations, and basic support requirements.

- Implement shared file naming conventions and other best practices that will enhance collaboration and improve data quality across the organization (to include data disposition process/policy for retired systems).
- Work with Director of Operations and Finance to develop, document, and implement organizational IT policies.

### **Operations and Project Coordination**

- Work with Operations team to identify and implement new projects, systems, and efficiencies that will maintain and improve the operational functions of the organization. Research and liaise with various external partners and vendors who provide operational and technological solutions to SJPT.
- Implement processes to discover, organize, track, and maintain key organizational documents and policies for digital retention, compliance, and legal purposes.
- Partner with Program Directors to identify and implement opportunities for cross-program collaboration and communications.
- Work with other Program Directors to assist where needed in project coordination.
- Work with other staff to assist where needed in the coordination of special events, annual meetings, and staff team building activities.
- Assist the Director of Operations and Finance and Office Manager with tasks and activities that arise from day-to-day operational functions and staff requests.
- Assist with Board and Committee related tasks when needed.

### **Knowledge, Critical Skills, and Competencies**

- Strong problem-solving skills and resourcefulness.
- Ability to work with diverse partners to achieve shared goals.
- Strong organizational skills and attention to detail.
- Dedication to driving projects and other assignments to completion.
- Ability to effectively communicate when timelines and competing priorities don't align; Collaborate with team to identify creative solutions.
- Ability to work independently and effectively in a team setting.
- General troubleshooting skills and ability to work with external partners to resolve technological issues and enhance competencies.
- Ability to adapt to and identify with the people, communities, and cultures of the San Juan Islands.

## Required Qualifications

- Knowledge and competence in a variety of technology hardware and software (especially Microsoft O365 products and SharePoint), and willingness to learn new systems.
- Strong written and interpersonal communication skills.
- A strong belief in land conservation and a passion for protecting the San Juan Islands.
- High standards for adherence to organizational policies related to conflict of interest, confidentiality and privacy, and shared values of justice, diversity, equity, and inclusion.
- Experience in project management
- Experience working in small office teams or in nonprofit environments

## Other Helpful Qualifications

- Knowledge of software licensing, deployment and management, databases, website hosting and design
- Awareness of cybersecurity issues and risk-management strategies to protect organizational data and systems

## LOCATION AND TRAVEL

The position requires that the candidate reside on one of the four islands served by the Washington State Ferries system (San Juan, Orcas, Lopez, or Shaw) and have regular and reliable transportation for local travel to the ferry-served islands. Working one to two days per week in office at our Friday Harbor headquarters is required. Occasional travel to non-ferry-served islands may also be necessary.

## HOW TO APPLY

Send resume, cover letter, and how you learned about this position via email to: [jobs@sjpt.org](mailto:jobs@sjpt.org)

*We recognize that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. SJPT encourages individuals from all backgrounds to apply and join our engaged community that is committed to island conservation.*

*All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. SJPT strives to live our value of respecting and welcoming diversity in all forms, which undoubtedly advances our mission to conserve land, care for land, and connect people with land.*

