POSITION DESCRIPTION

Position: Operations Coordinator
Hours: Full-Time
Reports to: Facilities and Office Manager
FLSA Status: Non-Exempt

ABOUT MEYER
One of the largest private funders in Oregon, Meyer Memorial Trust commits its position, resources and energies to accelerate racial, social and economic justice for the collective well-being of Oregon’s lands and peoples. With current assets of approximately $1 billion, Meyer has awarded grants and program-related investments in excess of $930 million to more than 3,500 organizations since it was established in 1982 from the estate of Fred G. Meyer, founder of the Pacific Northwest retail chain that bears his name. Learn more at mmt.org.

POSITION SUMMARY
This is an excellent opportunity to experience the full-breadth of operations in a private foundation. As an integral player on Meyer’s operations team, the Operations Coordinator is the first and primary point-of-contact for visitors and guests to our offices. Core functions of the role involve managing inbound calls to Meyer and supporting the day-to-day tasks of the operations team which include: calendar scheduling, events management and backup support to the Facilities and Office Manager.

PRIMARY SCOPE
- Provide friendly and hospitable reception support when fielding inbound calls and greeting visitors.
- Respond to inquiries regarding current grant programs, guidelines and application forms or direct calls accordingly.
- Plan, coordinate and execute all-staff events within the allocated budget in partnership with the Event Coordinator.
- Provide board meeting support that includes setting up the meeting room and ordering catering as directed.
- Manage mail, courier & shipping services, including opening and distributing incoming mail, metering and dropping outgoing mail and managing additional shipping.
- Ensure supplies are stocked including office, kitchen and printer nooks.
- Tidy up common areas and shared spaces.
- Assist with occasional meeting support to departments that do not have dedicated administrative staff.
• Assist with administrative tasks for Executive team members who do not have a dedicated assistant.
• Assist with offsite file storage and confidential shredding requests.
• Maintain Meyer’s all-staff contact list
• Serve on the Safety Committee and Fun Committee
• Lead and coordinate Meyers Green Team
• Serve as back-up to Facilities and Office Manager and Event Coordinator.
• Assist with Meyer’s Matching Gift employee benefit program, including training staff on program guidelines, checking eligibility, processing payments and tracking allocations.
• Attend internal and external trainings regarding grants management, project management, operations and the philanthropic sector to support professional development.
• Other duties as assigned.

PREFERRED COMPETENCIES, SKILLS and EXPERIENCE
• Minimum two-years of relevant work experience or training of equal relevance.
• Hospitality, event management, customer service-focused or nonprofit experience required.
• Excellent organization, project management and multi-tasking skills.
• Strong oral and written communication skills, including grammatical proofreading abilities.
• Human-centered customer service orientation.
• Proficient with Microsoft Office software and G Suite.
• Flexible team player with the ability to collaborate effectively.
• Ability to work independently
• Self motivated and proactively looking to improve office systems and procedures
• Familiarity with G Suite, Mac OS and Adobe Acrobat.
• Fluency in language(s) other than English.
• Comfortable learning new software systems and skills.

EQUITY:
• Offer personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity.
• Participate in promoting a positive workplace culture of collaboration, innovation and respect.
• Have excellent interpersonal skills and the ability to establish effective working relationships in a multicultural, multi-ethnic environment (please refer to Meyer’s Equity Statement).
• Engage in equity trainings and serve on related workgroups as needed.

PHYSICAL DEMANDS/WORK ENVIRONMENT:
Meyer Memorial Trust is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

While performing the duties of this job, the employee will:
• Regularly move throughout the building and use/operate office related equipment and standard kitchen appliances which will require kneeling, bending and reaching.
• Ability to lift and/or move up to 25 pounds.
Engage in regular communication in-person as well as through electronic means.
Routinely use computer laptops, tablets, desk phones, photocopiers and monitors, including computer screens, televisions and projectors.
Ability to work occasionally on evenings and weekends and sometimes early mornings.
Work in a business setting of open cubicles with an estimated 45 - 60 decibel noise level.

The work environment is a business setting and generally quiet and the physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TIME FRAME
We’re seeking to have a candidate in place by August 2023.

COMPENSATION
Salary Range $43,000 to $65,000

REWARDING BENEFITS:
We offer a comprehensive benefits package, including medical and dental plans, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 401(k) plan with employer match, vacation time, tuition reimbursement and transportation options for the active commuter.

TO APPLY:
No telephone inquiries, please. Interested candidates are invited to submit a cover letter describing interest in the position and a resume highlighting experience, competencies and qualifications that meet the position’s requirements.

Please submit application materials in Microsoft Word (.doc) or Acrobat Reader (.pdf) format to the following email address: operationscoordinator@mmt.org.

APPLICATION DEADLINE:
To be considered, Meyer must receive applications no later than 5 p.m. Pacific Standard Time on July 16, 2023.