

Operations Manager

Bay Area Climbers Coalition

Bay Area Climbers Coalition Mission Statement:

The Bay Area Climbers Coalition is a volunteer run 501(c)(3) non-profit organization focused on preserving access to our local outdoor areas by actively fostering positive relationships with land managers, hosting stewardship events, and providing educational programming for the climbing community.

Position Summary:

The Operations Manager position is new for 2018, and we're looking for a creative, dedicated person who is excited to develop this role. This will largely entail identifying areas of inefficiency within the organization, and then implementing fixes. The two initial areas of focus are: streamlining the internal workings of our Team Drives, and optimizing the use of space within our storage unit. The majority of the work can be done online anywhere in the Bay Area, but you will need to occasionally physically interact with materials at the storage unit, which is currently located in Berkeley.

Key Responsibilities and Duties:

- Audit the Team Drive file structure and ensure that consistent organizational and archival practices are being used across the board.
- Develop a storage unit plan that maximizes the use of available space, and develop documentation or signage to communicate how the space is expected to be used.
- Work with the Procurement Manager to ensure that we have storage available for any merchandise, donations, or tools, as well as working with the Community Ambassadors and Stewards to ensure that they have access to the physical resources they need for events.
- Work with the Secretary and additional board members to identify and execute additional projects to streamline overall Coalition operations.

Qualifications:

- Ability to find patterns in the chaos
- Ability to work within a budget and meet deadlines
- Excellent written and verbal communication skills
- General all-around amazing person that is willing to jump in wherever they can to help move this organization forward

Time Commitment:

- 1 year commitment to position
- A consistent commitment of 6 to 8 hours per month is expected, but the time commitment could fluctuate during the year
- Attendance at monthly board meetings, in person or by phone - 1.5 to 2 hours per month