

Recruitment: Operations Coordinator, California Chapter

The Nature Conservancy, the world's premier conservation organization, is seeking an Operations Coordinator who communicates **clearly, and shows meticulous attention to detail while welcoming our staff and colleagues to our newly refurbished chapter Headquarters in downtown Sacramento.** The California Chapter is the largest and among the most innovative within the organization, with over 200 employees and \$625 million in assets. California is known for unique solutions to today's pressing environmental challenges, and—as a center of innovation and science—has been able to develop solutions that can be replicated across the country and globally. Visit www.conserveca.org to learn more about our work. **Hiring and developing operations staff who can help achieve our ambitious mission is central to our success** (and the health of the planet!). The Operation Coordinator is a valued and strategic partner to operations and conservation teams, supervisors, and staff. This role provides **excellent customer service to our staff, partners, and donors, and collaborates across teams to provide effective, proactive, and efficient support for operations and business processes.**

Our ideal candidate has a bachelor's degree and 1 year of related experience, or equivalent combination. **The most successful candidate will have:**

- Stellar organizational skills and ability to coordinate activities for multiple staff
- Strong attention to detail
- Positive, proactive, and team-oriented working style
- Strong communication skills
- Ability to prioritize, problem solve, and complete work independently
- Commitment to following and improving established processes

Like nature, our work is always evolving, so flexibility and a sense of adventure is also helpful!

We encourage you to explore the many great reasons to join our team, including our comprehensive benefits package. To learn more about our benefits, click [here](#). See [Who We Are](#) here for more information.

The location for this position is Sacramento, California.

If you have questions about this position, please contact The Nature Conservancy in California's Talent Coordinator, Jennifer Lee at jennifer.lee@tnc.org or connect on [LinkedIn](#).

See full job posting and apply with resume and cover letter, [HERE](#) (JOB ID: 50064).

Deadline: August 5, 2021 8:59 pm PST.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law. The Nature Conservancy is also a "big tent" organization. We believe that all people benefit from conservation and that the cause should be inclusive of everyone regardless of their political persuasion. We work hard to make conservation a non-partisan issue through partnerships with stakeholders, elected officials, and industries that span the political spectrum.