



OPERATIONS COORDINATOR JOB DESCRIPTION

Updated: March 16, 2026

Position Title: Operations Coordinator

Reports to: Director of Operations

Classification: Hourly, non-exempt, up to 35 hours a week (25 hours minimum); health insurance coverage available

Location: Warrenton, NC (in-person, with up to one remote day)

Compensation: starting at \$26/hour, based on experience; robust employee benefits including generous paid-time off and 100% employer-paid health insurance

Earliest start date: Monday, April 6, 2026

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Are you a dedicated, motivated, and adaptable person who is excited by our work to build more healthy and sustainable communities? Do you know that you have something special to contribute? If so, we want to hear from you!

The Operations Coordinator helps to ensure that day-to-day organizational operations are efficient and effective supporting organizational leadership, communications, outreach and varied program areas. The ideal candidate for this position will be an organized, personable problem-solver who easily navigates time-sensitive situations and competing priorities. This position offers the opportunity to learn about and gain hands-on experience with sustainable agriculture, food manufacturing, local food systems and climate resilience.

### **Responsibilities:**

#### **Administrative Services (35% of time)**

- Welcome in-person guests to the office
- Respond promptly and professionally to phone calls and contacts through our website, directing inquiries to the appropriate staff member
- Collect and distribute mail to correct program staff member; respond to/manage mail as directed
- Maintain an organized office space, and manage office and general program supplies, reordering as needed
- Support the Director of Operations and other staff in meeting agenda development, coordination, note taking and follow up from staff meetings as needed
- Coordinate with Healthy Meals Manager to supply staff meetings and site visits with an appropriate meal
- Collaborate with other staff to ensure ByWay producer documentation and data is organized and regularly updated
- Support maintenance of organizational contacts (including CRM content) and data
- Support coordination of staff schedules and meetings as needed



### **Communications & Outreach (30% of time):**

- Support promotion of programs and events, including development of fliers
- Support coordination of events hosted by Working Landscapes, including representing the organization at community events as requested
- Create two social media posts per week, following organizational communication strategy
- Maintain organized stock of marketing and communications collateral and event supplies, reordering as needed
- Coordinate and publish the organization's monthly newsletter
- Contribute to well organized donor and volunteer records, including writing thank you notes

### **Financial Management (20% of time)**

- Complete weekly payroll
- Complete biweekly Accounts Receivable report for review by Director of Operations
- Support the development of organizational financial reports
- Participate in monthly financial review meetings with Director of Operations & Executive Director

### **Human Resources Support (10% of time)**

- Serve as organizational point person for hiring, onboarding, and offboarding staff
- Post open positions on relevant channels, i.e. LinkedIn, Indeed, Good Food Jobs
- Screen candidates for successful completion of application process and relevant qualifications
- Coordinate with fellow staff to schedule interviews with candidates
- Draft initial offer letters for review by organizational leadership
- Support operations that comply with the employee handbook, financial policies, and other organizational policies

### **Other Administrative and Organizational Duties (5% of time):**

- Attend bi-weekly all staff meetings and participate in all-staff professional development and organizational planning efforts
- Provide feedback, insights and leadership to improve operations and organizational culture
- Stay abreast of relevant news and developments in the sector; engage in professional development.
- Contribute to Working Landscapes' regional leadership regarding food systems and climate resilience; represent the organization as requested at events/meetings; cultivate opportunities for new partnerships that advance our mission
- Utilize company project management software and digital systems as directed
- Other tasks as assigned

### **Qualifications**



- Bachelor's degree preferred, but not required
- *If no Bachelor's degree:* At least 3+ years in a professional work environment
- Experience in nonprofit operations strongly preferred, local government preferred
- Highly organized and oriented towards building and maintaining systems
- Personable and friendly to strangers and staff members alike, with strong communication skills
- Exhibits honesty and works with integrity
- Able and willing to creatively engage in responsibilities, and accept responsibility for outcomes
- Adaptive and willing to learn
- Willingness to ask questions and engage in problem solving with team members
- Fosters a healthy, respectful, adaptive, and productive workplace culture, promoting positive interactions among team members.
- Wholeheartedly supports mission and vision of Working Landscapes

Working Landscapes is an equal opportunity employer.