



## Deschutes Land Trust Position Description

**The Deschutes Land Trust is seeking an Operations Associate to join its dedicated team!**

### **Who We Are:**

The Deschutes Land Trust conserves and cares for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come. Since 1995, the Land Trust has protected more than 18,700 acres throughout Central Oregon for future generations. We embrace diversity, equity, and inclusion, and are committed to building a conservation community with diverse backgrounds, cultures, and life experiences. For more information about us, visit [deschuteslandtrust.org](http://deschuteslandtrust.org)

### **What You'll Do:**

The Operations Associate is responsible for providing administrative, financial, and organizational support to ensure smooth daily operations of the Land Trust. Reporting to the Operations Director, this role also collaborates closely with staff and Board members. The Operations Associate plays a key role in maintaining efficient office systems, supporting financial processes, assisting with human resource functions, and enabling effective daily operations.

This position is ideal for a highly organized, detail-oriented professional who thrives in a collaborative nonprofit environment.

### **Essential Functions:**

#### **Financial Support**

- Maintain QuickBooks Online accounting system for accurate and timely reporting.
- Process incoming donations, prepare deposits, and track electronic funds transfers.
- Coordinate with Development staff to ensure proper recording of contributions in Salesforce.
- Review and process accounts payable, prepare checks, and initiate ACH payments.
- Assist with preparation of monthly financial statements for staff, Board, and Finance Committee.
- Support annual audit preparation.
- Assist in tracking restricted funds and supporting annual budget development and monitoring.
- Assist with monthly closing of the books including bank and credit card account reconciliations.

#### **Human Resources Support**

- Assist with maintaining personnel files, leave tracking and benefits documentation.

- Support recruitment, hiring, and onboarding of new employees.
- Work with external Payroll contractor, supporting timely and accurate payroll services.
- Help ensure compliance with federal, state, and local regulatory filings.
- Assist senior staff with maintaining and updating organizational policies and procedures.

#### **Administrative Support**

- Maintain shared systems and files to ensure accessibility and organization.
- Responsible for managing office equipment leases.
- Support implementation of organizational plans, including the Strategic Plan and departmental work plans.

#### **Office & Daily Operations**

- Maintain a secure, welcoming, and well-organized office environment.
- Manage office supply procurement and vendor relationships and overs office equipment leases.
- Assist with the implementation of the organization’s technology plan and support staff with IT needs.
- Assist with management of Land Trust vehicles.
- Assist with front desk coverage when Admin Assistant is gone.

#### **What You Need:**

- **Operations Management Skills:** 3+ years of experience in operations, nonprofit administration, office management or project coordination.
- **Bookkeeping Skills:** Experience with basic bookkeeping including expertise with QuickBooks Online. Experience with basic financial administration—invoicing, reimbursements, payroll inputs, expense tracking.
- **Organization Skills:** Excellent organizational skills, including attention to detail, time-management skills, and the ability to create efficiencies. Strong ability to set priorities and meet deadlines to complete projects efficiently and effectively while handling multiple priorities.
- **Technology Skills:** Strong grasp of current office computer applications including, Google Suite, Microsoft Office, QuickBooks, Salesforce, and Slack. Willingness to embrace technology.
- **Communication Skills:** Clear written and verbal communications skills. Ability to work collaboratively across departments in a fast-paced environment.
- **Conservation Commitment:** Passion and commitment to the mission, vision, and values of the Deschutes Land Trust.
- **Diversity, Equity, and Inclusion Commitment:** Commitment to applying diversity, equity, and inclusion principles and practices within an organization to your work. Commitment to fostering an inclusive Land Trust community, where people of all identities are represented and feel welcome.

#### **How to Apply**

**Applications due March 27, 2026.** Your application should include the following:

- Cover letter describing your qualifications for and interest in the position.

- Resume.
- References (We will contact your references only after you have given us permission).

Please send your application as an attachment to: [info@deschuteslandtrust.org](mailto:info@deschuteslandtrust.org) with the words “Operations Associate” in the subject line.

Please contact Pat Cohen at the email above if you need an accommodation. All inquiries will be handled confidentially. We will acknowledge receipt of your application via return email and contact you as we proceed further into the recruitment and selection process.

People of color and others from historically underrepresented communities are strongly encouraged to apply. For a complete job description and more information about us, visit [www.deschuteslandtrust.org/careers](http://www.deschuteslandtrust.org/careers). We appreciate your interest in the Deschutes Land Trust!

**Compensation:** \$21.63-\$25.00/hour depending on experience, plus generous benefits.

**What’s Important to Us:**

**Our Mission:** We conserve and care for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come.

**Our Values:** Integrity, Diversity, Quality, Collaboration, Adaptability.

**Our Vision:** We envision a future of strong and healthy natural and human communities—where we work together to conserve and care for the lands that make Central Oregon an incredible place to live, work, and grow.

**What We Offer:**

The Deschutes Land Trust offers competitive salary and benefits to full-time staff. This includes health insurance, a 403B retirement plan with matched contributions, volunteer time off, 20 paid days off annually to start, and 13 paid holidays annually. The Land Trust offers a flexible work location within Central Oregon where employees may work in the office or remotely depending on the requirements of the position.

*The Deschutes Land Trust is an equal opportunity employer, and does not discriminate based on race, color, age, sex, sexual orientation, sexual identity or expression, religion, ability, or national origin.*

**More Information:** [www.deschuteslandtrust.org](http://www.deschuteslandtrust.org)