

Operations Coordinator (Temporary)

At the Coastal Interpretive Center (CIC) we've entered a new phase of growth. Under new leadership, the CIC has embraced our role as a community organization for the many people and places of our service area: Grays Harbor County, Washington. We have reenvisioned our biology, ecology, and anthropology programs as the means to an end – the goal being a reconnected community – as we create a more dynamic organization that leads a more dynamic region. When we can make children proud to grow up here, they'll be proud to live here as adults; when adults are proud to live here, they're proud to give back to our community.

Position Title	Operations Coordinator
Location	Ocean Shores, WA
Employment Type	Part-Time, Non-Exempt Starting at 10 hours per week
Salary Range	\$22 - 22 / hr

Application Timeline

1. Application submission period [Opens January 20, 2026]
2. Application review begins [February 12]
3. Initial phone interviews [February 16 to 18]
4. In-person interviews [February 23 to 26]
5. Job offer sent [March 2]

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Summary of Role

The Operations Coordinator will be responsible for some aspects of financial administration of the CIC, proper documentation of the CIC, and supply coordination of the CIC. Though this position is created as a part-time position at coordinator level, we anticipate potential room for growth in terms of hours worked, job responsibilities, and role within the organization, all dependent on the incumbent's ability to grow with the position. *We strongly encourage all applicants who are interested to apply: even if you feel you do not have all necessary qualifications, we still value your interest!*

Benefits

This position is not eligible for remote work at this time. This position is eligible for flexible scheduling. The CIC recognizes the need to provide competitive compensation and benefits; we want all staff to feel valued for their contributions to the team. At this time we're building a two-year roadmap through the year 2027 to both (1) create a pay schedule and benefits package that fairly rewards staff and (2) to implement that roadmap. More details about benefits can be shared during the interview phase of this job application process.

Community Accountability

As an organization that prioritizes community learning, community stewardship, and community belonging, it's important that the CIC is accountable to our partners, supporters, volunteers, and students. We're actively developing a plan that will positively impact our internal and external operations. More details about community accountability can be shared during the interview phase of this job application process.

Summary of Responsibilities

Financial Administration - 70% of hours

Bookkeeping - The Operations Coordinator will be responsible for directly managing the accounts of the CIC in the following ways:

- Using Quickbooks Online, enter deposits, expenses, and journal entries
- Complete the monthly reconciliation of all accounts
- Create monthly financial statements and written financial summary for CIC Board
- Serve on the CIC Finance Committee
- Assist the Executive Director in the budgeting process and complete regular budget updates
- Collaborate with the Executive Director to monitor and manage grants, including: expenditures, reporting, and billing
- Input funds received into Bloomerang, the CIC's donor/grant database

Revenue - The Operations Coordinator will be responsible for regularly depositing funds received by the CIC into the appropriate bank account

Documentation, Administration, and Human Resources - 10% of hours

Administrative Filings - Working in coordination with the Executive Director, the Operations Coordinator will ensure that the CIC maintains all municipal, state, and federal licenses and certificates; coordinate background check process

Onboarding & Offboarding - Participate in new employee orientation, including intake of paperwork; participate in the appropriate closure of employee services

Facility & Supply Coordination - 10% of hours

Ordering & Scheduling - Coordinating with other staff, the Operations Coordinator will ensure that maintenance goods and services for facilities are available in a timely manner

Donor Development - 10% of hours

Database Updates - On an ongoing basis, the Operations Coordinator will audit and update Bloomerang donor database to ensure that all data is up-to-date and accurate

Communications - Document communications in Bloomerang and send donor thank you letters, donor renewal letters, and lapsed donor letters

Standards & Practices

The Operations Coordinator will uphold the mission, vision, and values of the Coastal Interpretive Center, more information about which is available on the CIC website. Additionally, the Operations Coordinator will actively participate in the culture of the CIC, promoting not only the organization's mission, vision, and values, but also the shared success of the organization through active collaboration with staff and board.

Necessary Qualifications

- Commitment to community and serving persons of all ages, abilities, and backgrounds
- Commitment to the shared growth of the CIC team and of the community
- Commitment to try, and if necessary, try again differently
- Commitment to transparency, collaboration, and accountability
- Commitment to self-reflection and situational humility
- Ability to work independently but under supervision
- Ability to work interactively with other team members
- Ability to self-teach new skills but to ask for help when needed
- Ability to switch between tasks and prioritize tasks as needed
- Ability to provide and receive feedback
- Ability to work in-person at the CIC campus
- Ability to pass Washington State background check (applies to all CIC staff and volunteers)
- Experience thinking proactively to spot issues before they arise and thinking creatively to create solutions when necessary
- Experience working with basic financial data
- Experience with data entry and data manipulation
- Valid Washington State driver's license and ability to drive as needed
- Willingness to work outside normal business hours on occasion
- Interest in the natural and cultural history of Washington's Pacific Coast

Desired Qualifications

- Bookkeeping experience (*can be learned on the job*)
- QuickBooks Online experience (*can be learned on the job*)
- Google Workspace experience (*can be learned on the job*)
- Demonstrated success with employee support and coordination

Physical Requirements

While performing the duties of this position, the employee is required to sit for long periods of time, listen and respond to verbal instruction and direction, read and respond in writing to verbal instruction and direction, and use a computer on a consistent basis. The employee must occasionally lift and/or move up to 50 pounds. Noise level in the work environment is usually quiet.

Application Instructions

This position description is intended only to describe the Operations Coordinator position – this is not an application! To apply for the position of CIC Operations Coordinator, please visit www.interpretivecenter.org/careers and click on the link titled “Click here for application instructions”. You will be directed to a Google Form which will contain instructions on how to email your resume and complete the online application. After completing the application, you will receive email confirmation. All questions about the position not answered in this position description can be directed to CIC Executive Director, Jacob: jbaker@interpretivecenter.org.

Coastal Interpretive Center is an Equal Opportunity Employer. The Coastal Interpretive center does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.