



Operations Coordinator

Organizational Description: One Montgomery Green (OMG) is a 501 (c) (3), nonprofit organization located in Montgomery County MD dedicated to engaging the community in education and outreach that promotes sustainable communities with a “visibly green” and healthy environmental footprint. OMG leads numerous community events including climate resiliency initiatives, stream cleanups, native plantings, invasive plant removal, paper shredding and electronic recycling events, webinars and more.

Position Description: We are looking for individuals with a drive to make a positive impact on the community and help shape a more sustainable future. This is a fantastic opportunity to create invaluable career connections within the environmental, business and public service communities.

The Operational Coordinator will be the hub of OMG. The position is REMOTE/VIRTUAL and the hours are very FLEXIBLE. We are looking for approximately 20-30 hours per week of time commitment. This position is open to all. Please see below for a general list of tasks:

1) **Operational Duties** would include (but are not limited to):

a) Administrative

- Managing the Executive Directors Schedule
- Answering email and routing to proper personnel
- Composing and mailing Thank you letters to donors and sponsors
- Contacting other One Montgomery Green service providers or partners to complete projects
- Assisting board members and committees in completing their duties
- Attend meetings and events hosted by One Montgomery Green

b) Social Media/Technology

- Contacting and providing information to the media for events and/or programs
- Making inquiries and completing online searches as needed
- Assisting with Website and eNewsletter submissions
- Maintaining and editing membership database (Constant Contact)
- Compiling reports from website tracking

c) Operational Management – Virtual Office Manger

- Reporting and Maintaining Budget Expenses provided by Program Manager
- Volunteer Management

- 2) **Program Duties** would include (but are not limited to)
 - a) Clean Headwaters Project
 - Duties will include helping to manage the Clean Headwaters project and other pertinent programs/projects with local students and the general membership of One Montgomery Green. Duties may also include planning, coordinating details and documenting programs. This program allows for significant interaction with local schools and PTAs.
 - b) Climate Resilience Project Outreach
 - Duties may include providing support for public programs on climate change and managing OMG's vulnerability assessment tool for key communities in Montgomery County. This position allows for significant interaction with the community.
- 3) **Ideal candidate** will have the following attributes/skills:
 - a) Positive attitude, good organizational & interpersonal skills and a commitment to building sustainable communities
 - b) Some Computer skills required (Microsoft Word, Microsoft Excel, Gmail, Constant Contact)
 - c) Social Media Skills using Facebook, Instagram and Twitter, Google Analytics, Slack
 - d) Spanish language skills will be a plus
 - e) Accounting Knowledge a plus.

Full Time: Yes

Salary/Benefits: \$45K

Location: Wheaton, MD / Remote. This individual will be expected to attend both virtual and in-person community meetings and events in Montgomery County, MD and the surrounding region as needed.

Interested parties

- Please fill out the online [application](#) and provide up to three (3) **references** related to work included in this RFP. You may also download a paper version. For each reference please include the following:
- Company name and address, contact name, email and phone number and contract type and/or description of services provided
- **Service Level Guarantee** -- Please answer the following to let us know a little about why you would like to work with us: *ie. Please describe why you would like to work with OMG and how you feel you may be able to contribute. How do you measure success? Are you interested in the environment?*
- **RFP coordinator:** All correspondence and questions regarding this RFP must be sent to steward@onemontgomerygreen.org. All questions must be submitted in writing. Questions and answers responses will be provided within 3 days of submission.
- **Interview:** Acceptable candidates will be contacted by email or phone to conduct a phone and/or in-person interview.

Selection and Notification: Selection will be completed by the OMG team and its board of directors. Applicants will be notified via email on the date of the Board's decision.

ONLINE APPLICATION:

<https://onemontgomerygreen.org/index.php/positions-available/>