confluence

Confluence Seeks Full-Time Operations Coordinator

Confluence is a community-supported nonprofit with the mission to connect people to the history, living cultures, and ecology of the Columbia River system through Indigenous voices. We work through six public art landscapes, educational programs, and community gatherings in collaboration with Northwest Tribes, communities, and the celebrated artist Maya Lin.

We seek a detail-oriented and proactive Operations Coordinator to support our administrative, operational, and grant-related functions. This role requires strong organizational skills, attention to detail, and the ability to manage multiple tasks efficiently. The Operations Coordinator will work closely with leadership and staff to ensure smooth internal processes, accurate record-keeping, and support for managing Confluence's growing library of digital media. They will also support the development and use of data management systems to improve cross-team coordination and strategic decision-making.

Position Details

- **Job Title:** Operations Coordinator
- **Reports To:** Director of Operations & Finance
- **Location:** Hybrid (Confluence office in Vancouver, WA & remote). Regular in-person work is required each week.
- **Position Type:** Full-time, Non-Exempt
- **Hours:** 40 hours per week
- **Hourly Rate:** $25.00–$27.00 per hour (DOE)
- **Benefits:** Health Insurance, 401k with 4% match, PTO, paid holidays, monthly technology stipend

Key Responsibilities

Operations Support

- Provide general administrative support, including scheduling, correspondence, and document management.
- Assist with office management tasks, including supply procurement and equipment maintenance.
- Support staff in maintaining organized digital and physical files.
- Coordinate events, meetings, and travel logistics as needed.
- Support the development and implementation of internal procedures to improve workflow efficiency.
- Process invoices, receipts, and financial documentation in collaboration with the Director of Operations & Finance.
- Maintain an organized inventory of office supplies and place orders as needed.

- Track and process publication orders.
- Create, maintain, and improve data tracking systems (e.g., Smartsheets or Google Sheets) to support grant management, program logistics, and cross-team collaboration.
- Assist teams in building custom templates, dashboards, or workflows to enhance operational visibility and accountability.

Site Maintenance Support

All duties below are performed in a supporting capacity, in collaboration with relevant Confluence staff:

- Assist in scheduling regular maintenance and seasonal care for Confluence's public art landscapes.
- Coordinate with site caretakers, contractors, and maintenance vendors to ensure timely work.
- Communicate with Tribal and community partners as needed regarding site activity, closures, or care.
- Track maintenance schedules and document site conditions.
- Support internal communication with staff regarding site availability, work disruptions, and project timelines.
- Maintain organized records of maintenance logs, vendor agreements, and partner communications.

Grant Coordination

- Track all grant proposals and deadlines to ensure timely submissions.
- Maintain accurate grant records in Little Green Light (LGL), tracking funder requirements and reporting deadlines.
- Assist in collaborative grant writing and reporting processes.
- Support the development and implementation of procedures and processes that promote ongoing stability and accountability in grant management.
- Coordinate communication with funders, as needed, and maintain accurate and up-to-date documentation of funding agreements.

Digital Media & Archive Support

- Collaborate with the team to develop a categorization and organization system for all digital media.
- Support the intake and management of digital assets including photos, video interviews, and event recordings.
- Coordinate and support the transcription of interview footage.
- Work with staff to ensure digital archives are accessible, organized, and maintained according to best practices.

Database & Donor Management (LGL)

- Monitor submissions and integration queues to ensure accurate data processing.
- Input external donations and generate/mail acknowledgments in a timely manner.
- Add and update donor/foundation documents, notes, and key information.
- Clean up constituent records, resolve duplicates, and maintain up-to-date acknowledgments.
- Assist in developing best practices for database management and operations.

Qualifications & Skills

Required Skills & Experience

- Strong organizational and administrative skills with attention to detail.
- Experience with digital media organization or content management systems.
- Ability to manage multiple priorities and work collaboratively with a team.
- Strong written and verbal communication skills.
- Proficiency in Google Workspace, Zoom, Microsoft Office, and Apple products.
- Familiarity with Smartsheets, Airtable, or other project/data management platforms.
- Familiarity with donor databases (e.g., Little Green Light) and grant tracking.
- Valid driver's license and ability to qualify for car rental for job-related duties.

Preferred Qualifications

- Understanding of Indigenous cultures, values, and lifeways, especially those of the Columbia River region.
- Experience working in a nonprofit or mission-driven environment.
- Comfort with creative, flexible, and collaborative work environments.

How to Apply

Please send a cover letter, resume, and references to info@confluenceproject.org with the subject line "Operations Coordinator".

- Priority Deadline: Tuesday, July 15, 2025
- Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer

Confluence is committed to diversity, equity, and inclusion. We encourage applications from candidates of all backgrounds, particularly those from underrepresented communities and Indigenous Peoples.

confluence