A growing body of research shows that regular access to the outdoors makes children happier, healthier and more successful in school and life. At the Children & Nature Network, we believe that opportunities to learn and play in nature should never be limited by a child’s race, income, ability or zip code. We mobilize leaders, educators, activists, practitioners and parents to increase equitable access to the benefits of nature. If you are passionate about the health and well-being of children, families and communities, we invite you to join our incredible team.

**Operations Manager**

The Operations Manager leads the administrative and core support functions of Children & Nature Network with specific responsibilities in accounting, technology, and human resources. We are seeking a candidate who is engaged with our mission and ready for the opportunity to develop and implement online systems and procedures to support our virtual organization as it grows to a $4M budget with 25 team members.

**RESPONSIBILITIES**

- Manage accounting activities and function of the organization, including receipts, payables, expenditures, month end close, and financial reporting
- Collaborate with key staff on the fiscal management of projects and grants
- Serve as lead with accounting and administrative service providers
- Manage online registration and onsite support at annual conference
- Develop, administer and maintain online platforms and systems. Key platforms currently include: Google Workspace, Asana, Zoom, LGL
- Build the capacity of our team through ongoing platform support and training
- Assist in the preparation, review and approval of monthly payroll
- Administer health insurance and other employee benefits
- Coordinate onboarding of new employees in collaboration with hiring managers
- Monitor and maintain state registrations and other regulatory requirements
- Other general administrative responsibilities, as agreed with the COO
- Participate in organizational activities, meetings and duties as assigned

A **successful candidate** will have the following skills, education and experience:

- Five+ years of related administrative or operational experience
- Depth in at least two of the functional areas: accounting, technology or payroll/benefits
- Administrator and user-level proficiency in online platforms
- Ability to work autonomously within a collaborative, virtual/remote team environment
- Must use own computer, phone, reliable internet service

**LOCATION AND TRAVEL**

The Children & Nature Network is a virtual organization with no central office. Some travel may be required, specifically to support annual conferences, and attend staff meetings and retreats.

*Date: 7/30/2021*
COMPENSATION & OTHER
Compensation: $30,000 (Benefits include: health insurance, Paid Time Off & holidays, remote office allowance)
Status: Part-time Salary, Regular (20-25 hrs/week)
Reports to: COO
Start Date: September 1, 2021

APPLICATION
Submit resumes to jobs@childrenandnature.org. Enter Operations Manager in the Subject line. In your email or cover letter, briefly introduce yourself and respond to this question: “Tell us about an operations project you have managed. What was the outcome of the project for your colleagues and the organization?”
Application Period: August 2-20, 2021. Candidates are encouraged to apply promptly for immediate consideration.

We appreciate that diversity of all kinds contributes to greater impact and innovation. We are striving to build a diverse team that reflects the races, ethnicities, religions, gender identities, cultures, and lived experiences of the international children and nature movement. We are committed to values of equity and inclusion in the way we work with each other, with partners and peers, and in the communities we serve.