

Operations, Events, & Volunteer Coordinator

Friends of the San Juans

Location: Friday Harbor, Washington

Status: 30 hours to full-time, non-exempt, hourly, in-person

Compensation: \$25–\$30 per hour depending on experience

Reports to: Executive Director

Position Overview

Friends of the San Juans seeks an organized and proactive **Operations, Events, & Volunteer Coordinator** to support daily office operations and on-site community events and field-based activities. This in-person position plays a key role in ensuring smooth organizational operations and strong volunteer engagement in both the office and at events. This position also serves as the first point of contact for community members calling, visiting the office, or registering for events.

The Coordinator manages office operations, supports organizational planning, leads event logistics, and coordinates and stewards *Friends'* volunteers. The position works closely with the Giving Team and plays a lead role in event calendaring and volunteer coordination to support *Friends'* Strategic Plan. This is an excellent position for someone who is highly organized, thrives when engaging large numbers of people, and is excited to work in mission-aligned nonprofit operations and environmental advocacy.

Organizational Profile

Friends of the San Juans protects this special archipelago in the heart of the Salish Sea, the San Juan Islands, Washington. *Friends* is an innovative and effective force and catalyst for positive change, with expertise in protecting and restoring shoreline and nearshore habitats, addressing vessel traffic risks and impacts, such as oil spill prevention, influencing policies for healthy waters and lands, and resiliency and preparedness planning. Founded in 1979, *Friends* has been a trusted community-based advocate for environmental protection, with membership comprising 10% of San Juan County. *Friends* brings people and nature together to protect the San Juan Islands and Salish Sea through education, science, policy, and law. *Friends* envisions a future where the San Juan Islands and the Salish Sea thrive as a sanctuary of biodiversity and sustainability, fostered by a community deeply connected to and actively protecting this vital marine ecosystem.

Key Responsibilities

Office Organization and Operations

- Serve as the primary front desk contact, connecting visitors to the staff team and actively engaging supporters and community members via regular in person and phone communications, along with other forms of correspondence.
- Lead hospitality for the organization by maintaining clean, organized, and welcoming common spaces that create a mission-centered experience for visitors, partners, and event participants.

- Manage mail and deliveries; assist with financial administration by preparing deposits, receipting, and ensuring documents are scanned, distributed, and archived in accordance with internal controls.
- Support the fundraising team and Executive Director with membership and donor interest and outreach, helping to advance *Friends'* mission by stewarding and recruiting 'Friends' and 'Protectors.'
- Maintain accessible and organized equipment, securely store and develop systems to utilize valuable assets, and support overall office organization and efficiencies.
- Support staff with scheduling meetings, coordinating office logistics, staff gatherings and hybrid meetings, organizational activities, and other organizational duties as requested.

Administrative Coordination

- Assist with filing, document preparation, data entry, and document/materials archiving and organization following *Friends'* document retention policy; help to develop and manage organizational systems and calendaring.
- Coordinate travel arrangements, reservations, and logistical details as needed, including ferry and charter boat coordination to help connect people from diverse islands and places to organizational activities.
- Track organizational reporting deadlines and prepare submissions for renewals, deadlines, reports, recording, and follow-up items to support organizational priorities.
- Track office improvement and expansion needs, taking initiative to fix and enhance items, ensure cleanliness, and coordinate with the property management, repair, and cleaning vendors as needed.

Event Organization

- Support the planning and organization of events, workshops, volunteer gatherings, and community and fundraising events. These include on-site field activities (i.e. beach walks), on/off island fundraising events and galas, and educational activities.
- Coordinate event logistics including registration, venue arrangements, sign-in and donation processes, tracking of participation, and follow-up after events.
- Assemble and assist with preparation of materials, presentations, on-site action kits, sign-in sheets, and materials for meetings and events ranging from boating clubs, schools, and courtrooms.
- Assess and track liability, risk, photo releases, and waivers for in-person events and organizational activities and ensure proper updating in database (CRM).

Volunteer Coordination

- Serve as primary liaison for volunteer engagement at *Friends*.
- Communicate with staff about opportunities, needs, and logistics in order to organize volunteer engagement.

- Recruit and schedule volunteers for events and organizational activities.
- Track volunteer hours and maintain records in relation to *Friends'* focus areas.
- Develop and assist with volunteer orientations and provide support during activities and conduct follow-up to maintain relationships over time and generations.

General Support

- Contribute to a positive, orderly, collaborative, and values-driven organization.
- Provide administrative assistance to the Executive Director and assigned staff as needed.
- Other duties as requested.

Qualifications

Required

- Excellent interpersonal and communication skills.
- Strong organizational and time management skills.
- Ability to manage multiple tasks and priorities while working in a busy open space.
- Proficiency in Microsoft 365 and Customer Relationship Management (CRM).
- Ability to work independently and as part of a team.
- Friendly and professional demeanor with a passion for connecting people to mission, especially volunteers and donors.

Preferred

- Experience working in operations, community-centered nonprofits, advocacy, and/or environmental organizations.
- Experience supporting events and/or coordinating volunteers.
- Interest in environmental conservation or nonprofit work.
- A background in any of these: fundraising, community engagement, legal, science, and advocacy.

To Apply

Please send a cover letter and resume (all in one pdf file) to [hiring@sanjuans.org](mailto: hiring@sanjuans.org). This position is open until filled. Applicants that apply by April 26 will be given priority review.

At-will: *Friends* is an employment at-will organization.

Work Type Classification: In person or at events

The primary work location for *Friends'* employees is at the office in Friday Harbor, Washington. No hybrid work is allowed for this position.

Compensation and Benefits

This position is 30 hours with the potential for full time, non-exempt, and hourly. Hourly rate: \$25 to \$30 per hour DOE/Q (Depending on Experience/Qualifications).

Comprehensive benefits package includes health, dental, and vision insurance for the employee (on a pro rate basis for part time staff), reimbursement for air ambulance insurance, and up to 5% of salary employer contributions to a retirement plan. Paid Time Off includes 14 holidays, three weeks paid vacation, and accrued sick leave per month.

Physical Requirements

- Ability to sit for extended periods while working at a computer.
- Frequent use of hands and fingers for typing, data entry, and operating office equipment.
- Ability to read and review digital and printed materials, including documents, spreadsheets, and reports.
- Ability to communicate clearly in person, by phone, and through electronic means.
- Ability to stand, walk, bend, and reach in an office and event setting.
- Ability to lift and move supplies, materials, and equipment weighing up to 25 pounds (e.g., event materials, boxes, or office supplies), occasionally help with equipment up to 45 pounds.
- Ability to assist with event setup and breakdown, which may include moving tables, chairs, and materials.
- Ability to maintain focus and attention to detail while managing multiple tasks in a dynamic work environment.

We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria. If you believe you are the right person for this professional role, we encourage you to apply. There may be opportunities for advancement.

Friends' core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants are provided with equal opportunities without regard to race, color, national origin, ancestry, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender or gender identity or expression, genetic information, or any other factor that is not related to the position. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. After all, the more inclusive we are, the better our work will be.