

Position Description

EVERGREEN

Position Title: Operations Manager

Location: Remote

Reports to: Campaign Director

Hours per week (average): 40

Overtime Status: Exempt

Position Summary

Evergreen seeks a highly organized individual to serve as Operations Manager.

Primary responsibilities include project management, public email correspondence, scheduling, and human resource management. The ideal candidate will have experience managing multiple priorities in a fast-paced team environment.

As a new organization, Evergreen is looking to hire someone willing to jump in wherever necessary and think creatively on a small, nimble team. The ideal candidate will have exceptional attention to detail and the ability to prioritize multiple tasks in a timely fashion. Evergreen seeks employees that are deeply passionate about the climate crisis and its solutions.

Responsibilities and Tasks

- Analyze and improve organizational processes, and work to improve quality, productivity and efficiency
- Participate in all working group meetings to ensure efficient time management and project follow-up. Track notes and track task progress at the end of each meeting
- Project management on certain campaigns and products at the request of leadership
- Manage scheduling responsibilities for Evergreen team members and events. Accommodate individual and group requests as necessary through the Evergreen scheduling account
- Respond to public email correspondences in a timely manner
- Manage the hiring process for all incoming Evergreen positions
- Conduct human resource duties as necessary
- Work with fiscal sponsor to ensure compliance on legal and financial matters and submit monthly expense reports
- Additional tasks as assigned by Evergreen campaign and political director

Education, Experience, Knowledge, Skills and Ability

- High attention to detail
- Strong sense of organization and ability to manage others
- Ability to multi-task and manage multiple projects at once
- Ability to work well with multiple team members and build consensus
- Strong passion for defeating climate change
- Ability to work in a fast paced environment, prioritize tasks and learn quickly

How to Apply

Please send a resume and cover letter to hello@evergreenaction.com with “Operations Manager” in the subject line. We will accept applications through January 24, 2021.

About Evergreen

Evergreen’s mission is to lead all-out mobilization of the federal government to defeat the climate crisis. The next president and Congress must put bold climate action at the top of America’s agenda and create millions of jobs in a just and inclusive clean energy economy. We empower climate and community leaders, and advocate for policymakers to adopt the urgent climate and economic policies that science demands.

Hiring Statement

Evergreen is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.