



BUSINESS OPERATIONS COORDINATOR

Explore Austin combines mentoring, leadership, and outdoor adventure to empower youth to reach their full potential. Through leadership based outdoor adventure curriculum coupled with social-emotional learning and long-term mentoring, our program supports the cognitive, emotional and physical well-being for youth from historically marginalized communities.

Our Culture

We approach our mission with intention, believing that making time for exploration cultivates self-discovery. Leading with equity, we strive to remove barriers to outdoor adventure. We boldly embrace change and adapt to the evolving needs of our community. We celebrate the journey – sharing our wins and learning from our losses. Fostering a space of trust and belonging, we establish a culture of courage, commitment, and gratitude.

The Business Operations Coordinator is an integral member of the Explore Austin team and reports to the CEO. The position will work closely with the Finance, Development, and Program staff members as well as the Board of Directors.. A successful Business Operations Coordinator must be passionate about the Explore Austin mission, motivated to produce a highly detailed and accurate work product in a fast paced setting and adept at multitasking and problem solving.

DUTIES AND RESPONSIBILITIES:

This position provides essential high level administrative services which support the successful implementation of the finance function, Board organization and data collection and reporting.

Finance and Accounting

- Manage the Accounts Payable function for the organization and provide back-up bookkeeping support in Quickbooks.
- Reconcile all expenditures in expense tracking system (Expensify).
- Assist in creating financial reports and financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program, and grants accounting.
- Coordinate and assist with the annual audit process.



Board Relations

- Prepare presentations for board meetings and organize and manage all board meeting materials.
- Act as direct support to the Board Chair, Chair Elect and Committee Leads in organizing needed materials and other duties as they arise.
- Manage board onboarding and exiting processes.
- Manage board recruitment process including posting on various sites and with various partners, immediate response to applicants, scheduling of interviews and follow up correspondence.

Program Management

- Manage organization operational goals in our program management software (Trello).
- Organize quarterly goal setting updates and reporting.
- Organize and chart monthly and quarterly goals in a dashboard format to report to the Board (Google Data Studio).
- Support Development and Program teams with logistical items that are comprehensive in nature.

Human Resources

- Further develop Explore Austin's human resources and administration, enhancing professional development and annual benchmarking of compensation and benefits ensuring market relevance.
- Manage office intern program.

Special Projects

- Lead as point person on special projects such as website redesign, identification and implementation of a communication platform and needed system transitions as assigned by the CEO.

QUALIFICATIONS:

- Proficient in Quickbooks or similar software, Microsoft Office suite, Google Apps
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within continually changing priorities with enthusiasm
- Acute attention to detail
- Ability to work independently and as a member of various teams and committees

→ Passion, enthusiasm, focus, creativity, and a positive outlook.



PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee may be required to do the following:

- Coordinate multiple tasks simultaneously
- Occasional night and weekend work
- Frequent verbal and email contact with others
- Rapid work pace, with frequent deadlines

The successful candidate must embrace: The mission and values of Explore Austin, including our belief that time in nature is essential for cognitive, emotional, and physical well-being; a strong conviction that multicultural adaptability and responsiveness is an imperative individual and collective attribute to successfully deliver our program; and a growth mindset.

Compensation: Salary range is \$45,000-\$55,000 depending on experience. Candidates selected for an interview will be requested to provide 3 references with 1 being a former supervisor.

Benefits:

- Flexible work schedule
- 100% health and dental coverage
- Enrollment in 401k program with a company match of 3%
- 4 weeks vacation, flexible sick leave
- 12 company holidays + your birthday
- Monthly wellness reimbursement
- Generous parental leave
- 1 week during the summer to join a Summer Wilderness Trip (not counted against PTO)
- An incredible team and community!

***Accepting applications until position is filled. Please email jobs@exploreAustin.org with a cover letter and resume.**