



Operations Assistant

California Invasive Plant Council
Richmond, CA

The Operations Assistant is a part-time administrative support position for the California Invasive Plant Council, a 501(c)3 organization that supports land managers protecting California's environment and economy from invasive plants.

- Type:** Up to 30% full-time equivalent (FTE) 12 hours/week, non-exempt
- Salary:** Up to \$624 to \$780 per semi-monthly pay period (i.e. \$24 to \$30/hour, based on a \$49,920 to \$62,400 annual rate at 100% FTE), commensurate with experience
- Benefits:** Legally obligated sick time
- Location:** At our office (in Richmond, CA) and remote from a site in the SF Bay Area in California
- Hours:** Tuesday in office for a few hours, and Wednesdays when the Finance-Operations team meets. In general, we are flexible regarding when during the week the rest of the hours are worked; some weeks may be busier than others
- Travel:** Some car travel for picking up mail, delivering mail and mail log to office, and processing and mailing sales merchandise
- Reports to:** Director of Finance, Operations, and Administration
- Experience:** High school diploma, GED, or in college with 1+ year work experience in non-profit operations and administration, or bachelor's degree (BA/BS)

Position Purpose:

The Operations Assistant handles the initial processing, aka first-look work, of operations, finance, and administration materials that we receive, including opening the mail, preparing mail logs and non-mail logs; recording donations, memberships, and event registration in our CRM database; processing and shipping of sales merchandise; sales tax tracking; maintaining and tracking our sales inventory; and taking care of other operation duties and responsibilities. This position will work on the NeonOne customer relations management database that we use. This position is part of our Finance-Operations team. This position's start date is April 16, 2026, or soon after hired.

Duties:

The Operations Assistant performs the following core duties:

- Pick up and process mail from our PO Box at least weekly
- Preparing non-mail log, including collecting credit card information by phone from customers

- Record donations, membership purchases, and process mailed-in, emailed or faxed event registrations
- Sales order fulfillment, sales documentation, and quarterly sales tax reconciliation and sales tax return submission
- Return calls from members, donors, and store customers who have questions
- Office supply tracking, ordering, and disposal
- Local travel to accomplish operations tasks. Certain travel methods are eligible for reimbursement
- Use the NeonOne customer relations management database to accomplish assigned operations and finance tasks
- Support other operations or administrative functions as needed, and other duties as needed and/or assigned

Qualifications:

This position requires some experience with operations and administration in the nonprofit sector, an understanding of separation of duties regarding generally accepted accounting principles (GAAP), and strong interpersonal skills. The following are important abilities and/or requirements for this position:

- Proven time management skills, with ability to track multiple tasks and deadlines
- Organized with strong attention to detail
- Ability to pass a background check
- Enthusiasm, good interpersonal skills, and customer service orientation
- Good professional communication skills
- California driver's license and access to an insured vehicle.
- Self-starter with resourcefulness to work independently
- Committed to strengthening equity, diversity, and inclusion in conservation
- Strong analytical skills and problem-solving ability
- Proficient with MS Office applications, Google applications, and Zoom

To Apply:

Submit resumé and cover letter to info@cal-ipc.org. Reviews of submissions will begin immediately and be done on an ongoing basis. Interviews begin when candidates are identified. Open until filled.

The nonprofit California Invasive Plant Council (Cal-IPC) supports land managers protecting California's environment and economy from invasive plants. More information at www.cal-ipc.org. Cal-IPC is an equal-opportunity employer. We believe successful conservation requires social justice. [See our Statement on Equity, Diversity & Inclusion.](#)