



Operations Coordinator

Overview

The Operations Coordinator supports the day-to-day functioning of our organization by coordinating staff schedules, managing logistics for internal operations and special events, and partnering closely with People Operations (Human Resources), Project Coordinators, and Biology staff — including project managers, principals, and executives. This role ensures operational excellence, efficient communication across departments, and smooth execution of scheduling and staffing needs.

Essential Duties

Operational Support & Coordination

- Coordinate and maintain staff schedules across teams to align capacity with project needs and timelines.
- Monitor project progress, assist with task coordination, and track key deliverables in partnership with Project Coordinators and Managers.
- Serve as a liaison between departments to facilitate communication, feedback, and resolution of operational challenges.
- Collaborate with leaders to identify opportunities for process improvements and increased efficiency.

People Operations

- Assist People Operations with general HR duties, such as onboarding/offboarding support, maintaining records, and responding to routine employee inquiries.
- Coordinate with HR on staffing changes, internal communications, and compliance with policies and procedures.
- Support routine HR reporting and help maintain confidentiality and integrity of employee data.

Scheduling & Logistics

- Plan, organize, and schedule logistics for company-wide and team-specific events, meetings, trainings, and special functions.
- Work with cross-functional teams to ensure event requirements — including materials, space, resources, and communications — are met.
- Track RSVPs, assist with attendee communication, and evaluate post-event outcomes for continuous improvement.



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- Support client engagement, recruiting activities, and marketing efforts via events, gifts, and experiences.

Administrative & Operational Tasks

- Draft, format, and maintain procedural documents, reports, and operational guides.
- Assist with administrative tasks including calendar management, record keeping, document preparation, and interdepartmental coordination.
- Ensure compliance with organizational standards and assist in maintaining workflow consistency across teams.

Additional Duties

- Effectively delegate various tasks to the appropriate people when needed.
- May be involved in supporting other Project Managers with scheduling staff or field assignments.
- Perform field work as assigned.

Minimum Required Qualifications

Education: Bachelor's degree in Biology or other Science related curriculum preferred; Master's degree in related field a plus. Education in non-science fields such as business administration, human resources, etc. is also acceptable.

Experience: 3+ years in biological or environmental consulting, or related field of experience. Related fields of experience can also include operations support, project coordination, human resources, or related administrative role.

Knowledge: Exceptional organizational and time-management skills, with the ability to multitask and manage competing priorities. Proficiency with office productivity tools (e.g., Microsoft Office, Google Workspace) and experience with scheduling and project tracking tools.

Skills: Strong communication skills, both written and verbal, with the ability to interact professionally across all levels of the organization. Team-oriented mindset with a proactive, solution-focused approach to operational challenges.

Abilities: Able to work in busy environment and able to make careful, correct decisions while under stress.

Licenses/Certifications: Valid Driver's license.

Working Environment

Physical Requirements: While performing the job duties, the employee is regularly required to sit; use hands to handle and feel; reach with arms; and talk or hear. The employee is also



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required to stand and walk at least 5 miles over variable terrain and must frequently lift and/or move up to 50 lbs.

Mental Effort: Strong ability to listen and assess the situation for proper conclusion. Requires effective concentration.

Working Conditions: Approximately 70% -- 100% of time is spent in an office environment. Approximately 0% -- 30% of time could be spent in the field, depending on tasking. This position may require occasional flexibility in hours to support events, deadlines, or cross-functional collaboration.

Pay Range

\$30.00 – \$37.00 per hour, depending on level, experience, and qualifications.

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