



Operations Coordinator

Salary: \$52,000 – \$57,000

Hours: 40 hours per week

Location: Portland, OR Area

Status: Non-exempt

Supervisor: Senior Accountant

Effective Date: November 2026

BACKGROUND

Friends of the Columbia Gorge was founded in 1980, with members in Oregon, Washington, and beyond dedicated to preserving, protecting, and stewarding the Columbia River Gorge National Scenic Area. With offices in Portland and Hood River, Oregon and Washougal, Washington, the organization uses an array of tools (advocacy, litigation, land acquisition, and public education) to ensure the Columbia Gorge remains a wondrous and vibrant place. In 2005, Friends launched the Friends of the Columbia Gorge Land Trust, a 509(a)(3) supporting organization to acquire spectacular landscapes within the Columbia Gorge.

SUMMARY OF POSITION

The Operations Coordinator is primarily responsible for providing administrative, technological, and event support organization wide, with a focus on our Board of Directors, finance, and philanthropy. The Operations Coordinator primarily manages the Portland Headquarter office and secondarily supports the Hood River, and Washougal office in conjunction with the Operations and People Director. This role is part of the Administrative team that consists of a Senior Accountant, Operations and People Director, and Executive Director. The Operations Coordinator provides outstanding customer service and support to coworkers, volunteers, donors, and the general public.

ACTIVITIES & RESPONSIBILITIES

Office Operations

- Answers main phone line, checks and distributes mail, checks main email inboxes in an efficient and friendly manner
- Oversees office operations to ensure administrative tasks are accomplished efficiently
- Maintains a presentable, safe, and pleasant office environment
- Plan and organize staff meetings and special events
- Tracks, maintains, and provides general IT support to the staff (high-level IT support is provided by Operations and People Director)
- Orders and maintains office supplies, printed materials, etc. in an environmentally conscience and cost-effective manner

- Ensures office equipment is maintained properly. (i.e., printer, postage machine)

Philanthropy and Finance

- Provides general accounting and database support
- Check processing and gift entry
- Gift-related letter coordination and mailing

Board Support

- Supports the Executive Director with administrative tasks related to the Board of Directors
- Attends full Board meetings and committee meetings, sets up and runs meeting platform in person and remotely, takes meeting minutes
- Supports Board events throughout the year

Other Duties

- Attends organization events as requested
- Provides administrative support to staff on an as-needed basis

REQUIRED QUALIFICATIONS

Required:

- Experience in an operations role for a nonprofit or similar professional setting
- Experience in general IT support
- Strong attention to detail and organizational skills
- Excellent written and verbal communication skills
- Ability to work flexible hours (some evenings and weekends required)
- Ability to use phone, email, computer applications, and other office equipment
- Resourcefulness in setting priorities, with acute attention to detail, ability to work independently, solve problems analytically, and follow through on multiple tasks

Preferred:

- BA/BS degree (or year-over-year working experience) in related field
- 2-3 years of experience working in an administrative position
- Understanding of basic finance and accounting
- Desire to participate in ongoing organization DEI/J training and initiatives
- Dedication to professional growth and continuous learning

COMPENSATION & BENEFITS

Salary range is \$52k – \$57k, commensurate with experience and education. Excellent benefits include generous vacation time and holidays, generous health insurance for employee and dependents along with an employer-matched retirement plan.

DIVERSITY, EQUITY, INCLUSION, AND JUSTICE WORK AND ORGANIZATIONAL CULTURE

The Columbia Gorge has been home to Indigenous peoples since time immemorial, stewarding the land and waters of this region long before European colonization and the western idea of environmentalism. Friends is dedicated to ensuring the Columbia Gorge remains a place of wonder for generations to come. Whether it is the land, water, wildlife, people, Tribes, or communities, each is dependent upon the others for the Gorge to truly thrive. This is not possible without representing and engaging tribal as well as other diverse communities and individuals who share a connection to this special place.

Read our full DEIJ statement [here](#).

EEO POLICY

Friends is an equal opportunity employer and does not unlawfully discriminate based on race, religion, gender, age, disability, national origin, sexual orientation, veteran status, or any other protected status in accordance with local, state, and federal law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoffs, recalls, leaves of absence, compensation, and training.

WORKING ENVIRONMENT

Full-time hybrid between office and home. Minimum of three days in the office per week (including Mondays and Wednesdays). Other hours include required Friends events throughout the year, board meetings, including committee meetings. Office is primarily desk work with a sit/stand option in an open shared desk setting. Ability to lift 50 pounds.

APPLICATION

Please send cover letter and resume to jobs@gorgefriends.org with Operations Coordinator in the subject line and where you saw the posting. Deadline for applications is November 11th, 2026.