



Job Announcement – Land Stewardship Project

Job Title: Operations Specialist

Reports To: HR & Operations Director

Salary Class: Specialist

FLSA Status: Exempt or nonexempt depending on final salary offer

Hours: 100% FTE – 40 hours per week; occasional work on weekends and evenings

Salary Range & Benefits: \$45,000 – \$65,000 FTE annually (Starting organizers/specialists should expect to land on the lower part of the range between \$45,000 - \$55,000) *To determine salary, we use a salary calculation system which takes into consideration nontraditional backgrounds, lived experience, community involvement, work experience, training, degrees, certifications, and more.* Go to: <https://landstewardshipproject.org/opportunities/> — "LSP Benefits Package" — for additional information.

Location: Based out of the Minneapolis office along with hybrid work from home. This role will require work from office at least 75% of the time due to the nature of the position.

Note: This is a union-eligible position with bargaining unit OPEIU Local 12.

Revised: February 2024

Organization & Position Summary:

The Land Stewardship Project (LSP) is an organization grounded in its mission and membership. LSP's mission is to foster an ethic of stewardship for farmland, to promote sustainable agriculture, and to develop healthy communities. We seek to do work that ensures that people impacted by climate change and systemic oppression are driving solutions on the land, in communities, and through our democracy. The HR/Ops department supports all things infrastructure within LSP. We strive to create a flexible and supportive work environment. The Operations team supports 25+ staff who work remotely as well as from designated offices in Minneapolis, Lewiston, and Montevideo, Minnesota.

Responsibilities:

- *Facilities, day-to-day needs and project coordination:* Work with vendors to ensure facilities projects are triaged, prioritized, and moving toward completion. This may require tending to occasional on-site emergencies, outside of M-F business hours.
- *General technology support and IT project coordination:* Support staff with technology-related needs and provide training to ensure technological comfortability. Alongside our managed IT provider and HR/Ops Director, coordinate and oversee IT-related projects. Ensure hardware such as phones, copiers, bulk mail and other in-office equipment are compliant, and organizational needs are met.

- *General administrative and office support:* Ensure that nuts and bolts functions are working smoothly in the background. Order and distribute supplies, monitor office hardware, supporting mail processes, and more.
- *In-house finance support:* Work alongside LSP's finance department to deposit checks, ensure signatories, printing and mailing of checks. Work with vendors to process invoices and payments.
- *Event support:* Help staff during Zoom meetings and in-person events when time allows. You might help order meals or set-up technologies to ensure healthy connectivity with members, stakeholders, and staff.
- *Support HR and Operations Director and department:* Help to maintain phone lists, organizational charts and assist with general administrative and departmental tasks. Co-build standard operating procedures, tighten workflows and streamline processes.

Accountability:

- You will be responsible for briefings through regular check-ins, engage in scheduled team meetings, establish individual annual goals, participate in scheduled performance reviews and, if applicable, work collaboratively across teams in strategic planning grounded in LSP's Long Range Plan.
- You will participate in any all-staff development opportunities and meetings.
- You are responsible for accurate timesheets and expense report orientation.

Must-have qualifications:

- *You are committed to social justice and racial equity.* You navigate the world through a racial, gender, and economic lens and bring this forward into your operations work.
- *You thrive in support-oriented roles.* You enjoy detail orientation, support of day-to-day organizational infrastructure and troubleshooting issues. You are comfortable with asking questions and taking calculated risks.
- *You excel at relationship building.* You have excellent interpersonal and people skills and enjoy a collaborative work culture. You have managed various vendor relationships.
- *You are nimble and exude patience.* You excel at troubleshooting and can prioritize tasks through a practical lens. Patience carries you through frustrating days. You allow grace to colleagues when need be.
- *You are tech savvy.* You are comfortable in navigating between different technology platforms and have a track record of project completion.
- *You like numbers.* You have experience in best practices in bookkeeping, accuracy, and data entry and management.
- *You love project and time management.* You can stay on top of multiple projects. You plan backwards, anticipate obstacles, identify and involve stakeholders appropriately, and use resources wisely. You have used cross team project management platforms to get the work done.

Travel: Expected to travel for rural office visits, occasional errands, and meetings. Must have a valid driver's license, reliable vehicle, active registration, and insurance. Mileage reimbursement is compensated at the federal standard.

Supervisory Responsibilities: None.

Work Environment: This is a hybrid work from office and work from home (WFH) position, with approximately 75% of time in LSP office. This role is a Minneapolis-based position requiring travel to our two rural offices in Montevideo and Lewiston, Minnesota. Having a dedicated workspace when working from home and maintaining work hours reflective of office hours (M-F, 9-5) is preferable. We will provide you with or support the technology necessary to complete your job duties. We have staff across the state. Our offices are in Lewiston, Minneapolis, and Montevideo, Minn.

Physical Demands: This is a computer/office work-based role; however, occasional physical demands could include setting up for events, food preparation and staging, loading, and unloading materials for trainings, setting up tables and chairs, tabling at outreach events and filing. This would require the ability to carry 20-60 pounds, lift files, open filing cabinets, and bend or stand as necessary.

To APPLY: In one PDF document, send resume and cover letter to jobs@landstewardshipproject.org, with "Operations Specialist: YOUR NAME" in the subject line. Attn: Natalia Espina, HR & Operations Director. Accepting applications until Tuesday, March 19, 2024. Phone calls will not be accepted. If your background does not align with all the must-have qualifications, but you have transferable skills and are willing to learn, we are open to hearing from you.

The Land Stewardship Project provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type on the basis of a person's race, color, creed, religion, age, sex (including pregnancy, childbirth, and related disabilities), national origin, political or union affiliation, disability, genetic information, marital or familial status, status with regard to public assistance, protected veteran status, membership or activity in a local commission, sexual orientation, gender identity or expression, or that of the person's friends, relatives, or associates, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply. Women, Black, Indigenous and people of color (BIPOC), LGBTQIA+ candidates, people with disabilities, as well as rural and urban farmers are strongly encouraged to apply.

This job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.