



Operations Specialist

Posting Date: 8/4/2025

Application Deadline: Until the position is filled

Type of Employment: Full-Time job (40 hr/week) hourly, non-exempt/overtime eligible

Location: Main office is located in NE Portland, OR; work opportunities may take place throughout East Multnomah County.

Work Location: This position requires on-site presence approximately 80% of the time. After a successful six-month onboarding period, a hybrid schedule may be considered based on performance and organizational needs.

Pay Rate: \$26.00/hr

Benefits: Health insurance (eligibility for benefits begins after 60 days of employment), 401k employer matching up to 4%, beginning after one year of continuous employment, access to Employee Assistance Program, 2 weeks paid vacation and paid holidays (13 total) including Juneteenth and Indigenous People's Day

Desired Start Date: ASAP

To Apply: Please send a resume and cover letter to mara@trashforpeace.org. Please include the position title in the subject line of your email. Applications that do not include both a resume and a cover letter will not be reviewed.

About [Trash for Peace](#):

The mission of Trash for Peace (TfP) is to provide hands-on, creative experiences to encourage resilient communities. Its vision is empowered, healthy communities living in a world without waste. Since 2012, Trash for Peace (TfP) has been working to collaboratively create a more equitable and effective waste and recycling system in the Portland Metro region. To ensure a more sustainable waste system for all TfP provides the following programs:

- *Environmental Promoters Program:* Provides education, training, and leadership opportunities to help residents improve waste and recycling systems in their communities.
- *New Initiatives Program:* Develops new recycle and waste management systems to address waste inequity.
- *Multifamily Outreach Program:* Supports Multi-Family dwellings to advance their waste and recycling systems with housing providers.
- *Youth Sustainability Education Program:* Provide after-school programming focused on learning about community nature, recycling, and waste prevention through hands on-activities.
- *Workforce Development Program:* Connects eligible unemployed community members with access to green workforce opportunities.

Trash for Peace has grown by welcoming community members into our team—people who have personally experienced the impact of our programs and who are passionate about contributing to the same causes. Their lived experiences, commitment, and creativity continue to shape and strengthen our mission every day.

Position Summary:

Trash for Peace is a fast-growing organization that thrives on flexibility, creativity, and community-rooted impact. As we continue to expand, we are looking for team members who can provide diverse, focused support to help strengthen our internal systems and sustain our growth.

This role will provide administrative and operational support to the Executive Director by efficiently managing the organization's administrative and logistical operations, and contributing to the effective implementation of programs and institutional goals. We believe that a passionate, organized, and very hands-on individual will become our very first Operation Specialist. They will play a pivotal role in keeping TfP organized and in compliance with its many grants and contracts, and support fundraising efforts as the organization continues to grow and thrive.

Key Responsibilities:

1. Executive Support
 - Manage the Executive Director's calendar, meetings, travel, and communications.
 - Prepare meeting minutes, presentations, and executive reports.
 - Assist with special projects and events as needed.
2. General Administration
 - Maintain records and archives of contracts, agreements, licenses, and legal documents.
 - Assist in the preparation and monitoring of the organization's budget.
 - Support with payments, purchases, petty cash, and internal administrative processes.
 - Provide basic support in human resources (attendance, vacation tracking, contracts, onboarding).
3. Operations
 - Coordinate the use and maintenance of office spaces, vehicles, equipment, and supplies.
 - Support vendor coordination and documentation processes.
 - Implement and improve administrative and operational procedures.
 - Support the planning and logistical execution of programmatic activities.
4. Internal Communication & Coordination
 - Ensure clear communication and follow-up on strategic decisions, including the creation of project plans where necessary.
 - Support the implementation of organizational management tools.
 - Provide general support to visitors and team members.
 - Assist with drafting and posting content on the organization's social media platforms and website.

Qualifications:

- Academic background in administration, nonprofit management, operations, finance, or related fields.
- Proven experience as an executive assistant or administrative/operations coordinator.
- Knowledge of the nonprofit sector and grant management is desirable.

Key Competencies

- Strong organizational skills and attention to detail
- Proactivity and autonomy
- Ability to manage multiple tasks and priorities
- Excellent written and verbal communication skills
- Discretion and ability to handle confidential information
- Proficiency with digital tools (Google Drive, Microsoft, etc.)
- Ability to work independently and collaboratively
- Ability to speak Spanish is a plus, but not required

Preferred Skills:

- Experience with project management
- Event coordination experience
- Familiarity with office management systems (Google Workspaces, Salesforce, Microsoft Office, Canva) and procedures

Additional Requirements:

- This position typically follows a standard Monday–Friday schedule; however, occasional evening or weekend work may be required for events, fundraising activities, or board meetings.
- Lifting, carrying, pushing and pulling of up to 25 pounds.

Equal Employment Opportunity Statement: Trash for Peace is an equal opportunity employer, committed to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, gender identity, political belief, disability or any other legally protected status. We are committed to the full inclusion of all qualified individuals. As part of this commitment, Trash for Peace will ensure that persons with disabilities are provided reasonable accommodations to participate in the application, interview, and hiring process. Alternative formats of this application are available upon request. TfP is an Equal-Opportunity, Affirmative Action Employer committed to a diverse workforce. We strive to create an inclusive environment that welcomes and values diversity. Studies have shown that women and people of color are less likely to apply unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, even if they don't meet every requirement. If you're unsure whether you meet the qualifications, please feel free to contact us to discuss your application.