

Native Plant Society of Oregon (NPSO)

Contract Role Description: NPSO Operations Coordinator (1 year contract)

Estimated Time Commitment: 5–10 hours per week (average ~ 7 hours/week annually)

Status: Independent Contractor

Compensation commensurate with experience: \$25-\$30/ hour

Request for Qualifications (RFQ): Submit cover letter and resume to NPSO President, Steven Yeagar at <president@npsoregon.org>.

The priority deadline is Aug. 31, 2026. Submissions will be accepted on a rolling basis until the role is filled.

The Native Plant Society of Oregon (NPSO) is a statewide nonprofit organization dedicated to the appreciation, conservation, and study of Oregon's native plants and habitats. Through education, stewardship, advocacy, field-based learning, and community engagement, NPSO promotes the understanding and protection of Oregon's botanical diversity. Founded in 1961, NPSO has remained a volunteer-led organization supported by board members, chapter leaders, conservation advocates, and plant enthusiasts across the state.

As NPSO continues to strengthen its organizational capacity, the organization is seeking a highly organized and collaborative Operations Coordinator to provide part-time support for operational continuity, communication, bookkeeping and administrative effectiveness within its mission-driven, volunteer-centered structure.

This flexible contract position will work closely with board leadership, committee chairs, contractors, and volunteers to help maintain coordination, follow-through, and consistency across organizational functions. While the role may assist with a variety of operational needs, responsibilities will be prioritized collaboratively within the scope of the contractor's agreed hourly commitment.

Primary Duties: Category 1: Support of the NPSO Treasurer

- Assist in maintaining accounting system
- Perform bookkeeping functions, including:
 - Assist in maintaining quickbooks financial records and documentation
 - Transaction entry and coding
 - Support with bank reconciliations
 - Donation tracking
- Prepare board financial statements with Treasurer supervision including:
 - Balance sheet
 - Income statement (budget vs. actual)
- Support budget preparation
- Assist in preparing materials for:
 - Tax filings (e.g., Form 990)

- Audit or financial review
- Support regulatory compliance and payment deadlines (tracking deadlines, assembling documentation)
- Administer financial processes such as:
 - Grant tracking and NPSO organizational donations tracking and reporting (when applicable)
 - Restricted vs. unrestricted fund tracking
- Identify and flag anomalies or issues for Treasurer review
- Check the PO box and deposit and record checks as needed.
- Other duties as assigned to support the treasurer

Primary Duties: Category 2: General Operational Support

- Support coordination and follow-through for board, committee, and working group activities as assigned
- Assist with scheduling meetings, maintaining calendars, and coordinating Zoom links or meeting logistics
- Help track action items, deadlines, and organizational priorities across assigned committees
- Draft, edit, organize, or distribute routine internal organizational communications
- Support membership administration and donor acknowledgment processes as assigned
- Assist with document organization and maintenance of shared organizational files and records
- Coordinate with contractors, volunteers, and board members to ensure continuity of operations
- Help maintain consistency in operational procedures and communications
- Respond to and/or direct NPSO website contact inquiries
- Other duties as assigned

Flexible / Developing Duties

Depending on organizational priorities, contractor interests, and available hours, the position may also assist with:

- Membership communication and retention projects
- Social media scheduling or outreach support
- Assistance with procedural documentation and organizational systems development
- Coordination of shared resources such as templates, archives, or chapter support materials
- Assist with data entry, tracking spreadsheets, and basic administrative systems

Desired Qualifications and Attributes

- Bookkeeping/Quickbooks experience, nonprofit fiscal experience or program budget management preferred

- Experience with administrative coordination, nonprofit operations, project management preferred
- Familiarity with tools such as Quickbooks, Google Workspace, spreadsheets, Zoom, Customer Relation Management (CRM) systems such as Wild Apricot, new and developing Artificial Intelligence tools, WordPress and/or other web design experience helpful
- Strong organizational and communication skills
- Ability to work independently and follow through on multiple tasks
- Comfortable working collaboratively with volunteers in a nonprofit environment
- Interest in native plants, environmental education, conservation or nonprofit mission-driven work appreciated

Position Structure

- Flexible remote work arrangement.
- Pay is hourly.
- Hours may vary somewhat seasonally depending on organizational needs estimated at 5-10 hours per week.
- The contractor reports to the NPSO President.
- Position intended to provide operational continuity and reduce volunteer administrative burden while strengthening organizational sustainability and effectiveness.