**Assistant Manager of Operations**

**Animas Valley Institute**

755 E. 2nd Ave Suite H, PO Box 1020, Durango, CO 81301 970-259-0585

Background

Animas Valley Institute has been leading nature-based intensives, vision fasts and training programs for wilderness soul guides for over forty years. Our programs are based on the writings of Founder Bill Plotkin, author of *Soulcraft: Crossing into the Mysteries of Nature and Psyche* (2003), *Nature and the Human Soul: Cultivating Wholeness and Community in a Fragmented World* (2008), *Wild Mind: A Field Guide to the Human Psyche* (2013), and *The Journey of Soul Initiation: A Field Guide for Visionaries, Evolutionaries, and Revolutionaries* (2021). Animas offers a rich assortment of guided immersions into the mysteries of nature and psyche, facilitating the descent to soul and guiding humans to true adulthood. We have twenty experienced wilderness guides scattered throughout the country and world who have completed our Soulcraft and Apprenticeship Initiation Program (SAIP). In addition, we have over sixty trainees in our Wild Mind Training Program, and nearly thirty SAIP trainees. Our programs are offered both online and in the field throughout the US and internationally. Visit [www.animas.org](http://www.animas.org) to learn more.

Position Responsibilities

Animas Valley Institute is at a unique stage in its evolution, spurred by the recent retirement of key staff members and the widespread shut downs caused by the pandemic. We pivoted to online offerings while continuing to offer in-person intensives, vision fasts, and training programs following covid-safe protocols. We are also re-imagining how Animas might best serve cultural change agents moving into the future, as the earth faces enormous challenges with climate change and human-caused destruction. To ensure that our organization runs smoothly and efficiently and to help us evolve and grow with the times, we are seeking a caring and detailed person with administrative, financial and program management skills.

The Assistant Operations Manager is a full-time position of approximately 32 hours/week working in our downtown Durango office. We are seeking a mature, gracious, detailed person who listens deeply and is willing to help navigate this organization through ever-changing climates. Experience improving an organization’s administrative framework, as well as planning and managing organizational change, along with passionately honoring and embodying the mission of Animas is a must. We are seeking someone interested in long-term employment, as there is a steep learning curve due to the unique and varied nature of the organization. The Assistant Operations Manager will report to and work side-by-side with the Operations Manager for a time, then may transition laterally to a non-assistant position (i.e. Program Manager). To that end, the Assistant Operations Manager will become proficient in the following Operations and Program Management tasks:

**OPERATIONS MANAGER TASKS**

* Oversee and coordinate office staff/duties
* Report to Board of Directors
* Payroll processing - biweekly
* Manage phones
* WordPress website maintenance
* Manage Mighty Networks Animas Commons platform
* Create and send via Constant Contact weekly Council in Commons reminder notices
* Manage Constant Contact subscribers
* Edit weekly musings/post on website on Fridays
* Edit monthly promos
* Program surveys management
* Award/manage scholarships
* SAIP/WMTP administration
* International program liaison
* Risk management
* CEU letters

**PROGRAM MANAGER TASKS**

* Calendar planning
* Program planning
* Program pricing
* Land use permits
* Campground reservations
* Retreat center contracts
* Caterers
* Program prep letters/equipment lists
* Upload programs to website/QB/DB/FM/COMMONS
* Cancel/confirm programs
* Q&A for programs/participant correspondence
* Guide correspondence
* Investigate new program venues
* Emergency contact lists for venues

In addition, the Assistant Operations Manager position will include familiarization with the following Business Management, Registration Management, Quest Prep and other tasks as needed:

**BUSINESS MANAGER TASKS**

* Bookkeeping with QuickBooks Online
* Monthly reconciliation
* Accounts payable
* Banking
* Guide payments
* Taxes
* End of fiscal year reporting
* Insurance
* Contracts
* Human resources (shared w/ops mgr)
* Non-profit paperwork
* Benefactor reporting
* Office supplies/maintenance

**REGISTRAR TASKS**

* Process registrations/add registrants to FileMaker
* Create invoices/receive payments for program registrations in QuickBooks Online
* Health questionnaire reformatting/saving
* Customer database entry
* Process donations/send thank you letters
* Add customers to waitlists
* Send out payment due notices for programs

**OCCASIONAL QUEST PREP TASKS**

* Quest food menu and prep
* Maintain quest gear/equipment

Desired Qualifications

• A Bachelor’s degree is preferred.

• At least two years of professional experience, including managing the administrative, program, financial, human resource, and other office management aspects of a nonprofit or similar organization.

• Program management experience including calendar scheduling, venue selection and contracting, catering contracts, campground reservations, land-use permitting, etc.

• Experience with WordPress, FileMaker, QuickBooks Online, Dropbox, Excel, Word, Mighty Networks, Constant Contact, Zoho or other CRM platforms; plus, other modern systems, platforms and resources to improve organizational efficiency and automation.

• Excellent people skills including kindness, open-mindedness, flexibility, deep listening, patience, and the capacity to engage in complex, interpersonal conversations (including sensitive subjects such as diversity, justice, safety, wellness, etc.) while maintaining a professional and personal attitude with the board, guides, participants and people inquiring about Animas.

• Ability to communicate operations and financial reports clearly to the board.

• Ability to multitask while also paying close attention to a myriad of details.

• Successful experience collaborating in a multidisciplinary, diverse, and broadly dispersed team.

• Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and improving systems.

• Technological savviness with digital systems, platforms, applications, and office equipment.

• Openness to and flexibility with change within an established yet evolving organization.

• Personal qualities of integrity, wisdom, equanimity, empathy, a sense of humor, and commitment to and respect for the mission of Animas.

• Willingness to commit to long-term employment.

Salary and Benefits

• Starting pay $18 - $24 hourly DOE

• Eight paid holidays per year

• PTO calculated at $0.05/hour of work

• 17 days attendance at Animas programs/year (quest + one 5-day; or three 5-day immersions)

• Flexible work schedule

• Work from home options

To apply please email your resume and a cover letter detailing your related work experience and personal reflections about the mission of Animas to:

Jeanine Surber

Operations Manager

[dgoasst@gmail.com](http://dgoasst@gmail.com)

Animas Valley Institute is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, citizenship status, disability status, genetic information, sexual orientation, or gender identity or expression of an otherwise qualified individual, or membership in any other class protected by applicable law. Animas Valley Institute hires and promotes individuals on the basis of their qualifications for the job to be filled. We seek to build a culturally diverse and pluralistic staff committed to a multicultural workplace where differences are valued and respected. All qualified persons are encouraged to apply.