

Digital Operations Manager

Bay Area Climbers Coalition

Bay Area Climbers Coalition Mission Statement:

The Bay Area Climbers Coalition is a volunteer run 501(c)(3) non-profit organization focused on preserving access to our local outdoor areas by actively fostering positive relationships with land managers, hosting stewardship events, and providing educational programming for the climbing community.

Position Summary:

The Digital Operations Manager will be responsible for developing and maintaining all of our digital systems. This role will ensure the smooth operations of our shared drive, system accessibility, internal communications, data management systems, and more. You will work with board members to identify areas of inefficiency within the organization and execute projects to streamline overall Coalition operations. We're looking for a creative, dedicated person who is excited to develop this role.

Key Responsibilities and Duties:

- Work with board members to improve processes for using digital systems
- Develop infrastructure to catalog the Coalition's institutional knowledge
- Create and maintain documentation around our data gathering processes
- Work with the board members to streamline board operations

Qualifications:

- Ability to find patterns in the chaos
- Excellent written and verbal communication skills
- Comfortable working with Google Suite applications
- General all-around amazing person that is willing to jump in wherever they can to help move this organization forward

Time Commitment:

- 1 year commitment to position
- A consistent commitment of 6 to 8 hours per month is expected, but the time commitment could fluctuate during the year
- Encouraged attendance at monthly board meetings, in person or by phone