



SCMTS Job Description

Operations Senior Coordinator

About SCMTS

The Santa Cruz Mountains Trails Stewardship (SCMTS) is a nonprofit trail stewardship organization dedicated to trail building, responsible land management, and education. We work to support, preserve, and expand sustainable trail access throughout the Santa Cruz Mountains area. We're trail builders, resource management experts, and outdoor enthusiasts who are driven to provide legal, equitable, and sustainable trails for all users.

Position Summary

SCMTS' Operations Senior Coordinator is responsible for supporting day-to-day office and administrative operations. Reporting to the Operations Manager, this role takes ownership of routine operations with a high degree of autonomy. The role also provides direct administrative support to the Executive Director and Trails teams, assisting with scheduling, coordination, and project-related administrative needs. This is an **in-person position** based at the SCMTS office, with occasional remote work flexibility at the manager's discretion.

Responsibilities

Office & Facilities Management

- Oversee day-to-day office operations, including shared space upkeep, office organization and supply inventory management, to ensure a safe, functional, and welcoming workplace
- Coordinate with vendors on an ongoing basis, including cleaning services, maintenance, and repairs
- Manage office safety and compliance by performing routine inspections of emergency equipment including security systems, alarms, first aid kits

Administrative & Executive Support

- Monitor and respond to general office inquiries across multiple channels (email inbox, office phone, Slack, and in-person), resolving or routing as appropriate
- Provide scheduling and calendar management support to the Executive Director, as well as coordination support for Executive Director meetings

SCMTS Job Description · Operations Senior Coordinator · August 2027

- Provide technology setup and basic IT troubleshooting support for staff
- Provide scheduling and logistics support for Operations-led meetings, staff trainings, all-staff activities, and staff travel as needed
- Support new hire onboarding logistics, including workspace setup, equipment, supplies coordination, and mandatory trainings
- Handle mailings and local pickups

Trail Projects Operations Support

- Support the Trails Construction Project Manager with invoicing, including tracking and following up with subcontractor invoices and collecting receipts
- Support Rolling Forecast updating
- Support Trails Planner with gathering documentation for bids and RFPs
- Contract administration support for insurance and bonding requirements
- Manage DMV and vehicle-related filings, including paying registration fees, scanning, and maintaining records
- Manage the maintenance schedule and liaise with Trails PM to ensure its adherence
- Manage the yard including its operations, upkeep and safety
- Support Trail Crew PDP and training schedule
- Support Trail Projects naming convention and file organization in Google Drive

Qualifications

- 2+ years experience working in an office/nonprofit environment
- Demonstrated ability to work independently and manage competing priorities without close supervision
- Strong organizational skills with exceptional attention to detail
- Clear and professional written and verbal communication skills
- Experience in an office operations, administrative, or coordinator role
- Comfortable with basic technology troubleshooting and staff tech support
- Proactive problem-solver who identifies and resolves issues before they escalate
- Experience coordinating with vendors, contractors, or external service providers
- Familiarity with Google Workspace (Drive, Calendar, Gmail) and Microsoft Office

Additional Desired Skills

- Experience with project management or task tracking tools (e.g., Asana, Monday.com, Notion)
- Experience supporting executive-level staff, including calendar management and meeting coordination
- Knowledge of SCMTS, familiarity with trail building and recreation communities throughout California

SCMTS Job Description · Operations Senior Coordinator · August 2027

Physical Requirements

This job requires prolonged sitting and use of a computer and mouse. It may require participation in field trips on uneven trails with variable grades. The ability to lift up to 45 lbs and to bend and squat is required for routine office and supply management tasks. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Information

- Work location is at the SCMTS office in Santa Cruz, California.
- Work time is generally Monday through Thursday from 8:00 a.m. to 5:00 p.m.

Status, Compensation, and Benefits

This is an exempt full-time staff position with a salary range of \$70-80K per annum depending on experience, with a possibility of part-time arrangement. The probationary period is 6 months. For full-time positions, SCMTS provides:

- A generous 4-day week working pattern running from Monday to Thursday for full-time employees (32 hours/week).
- A comprehensive benefits package paying 100% of employee premiums for health, dental, and vision insurance with competitive family coverage options.
- A 401K retirement plan and matches for each dollar contributed up to 3.5% of employees' salary per year.
- Annual paid leave benefits include 7 holidays, 5 sick days, and 12 vacation days.
- Week of Christmas off

Equal Opportunity Policy

The Company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable. We particularly encourage applicants from minority and underrepresented groups.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its stakeholders, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

To Apply

Submit a cover letter and resume to jobs@santacruztrails.org and quote the job title in the subject line. Please include any pertinent information, including professional and personal experience, that is relevant to the position. The position is open for applications until filled.