



Ridges to Riffles Indigenous Conservation Group

Program & Operations Coordinator

Location: Remote
Type: Full time/Permanent
Deadline: Open until filled
Salary: \$65,000-\$75,000

About Ridges to Riffles

Ridges to Riffles Indigenous Conservation Group is a Native woman-led organization working to protect, restore, and steward Indigenous lands, waters, and lifeways through community-driven conservation, advocacy, and leadership. Our work is rooted in Indigenous knowledge, relational accountability, storytelling, and care for future generations. We believe strong movements are built through relationships, thoughtful gatherings, and shared narratives of hope and responsibility.

Position Overview

Ridges to Riffles is seeking a highly organized, thoughtful, and dependable Program & Operations Coordinator to support both the operational health of the organization and the design and delivery of our programs, meetings, and events.

This role blends administrative coordination with program management, ensuring that our gatherings, partnerships, and internal systems are well-supported, values-aligned, and executed with care. The Coordinator will play a central role in helping staff, partners, and leadership stay connected, prepared, and focused on advancing Indigenous-led conservation and movement-building work.

The Program & Operations Coordinator will support daily operations while also helping design, coordinate, and staff meetings, convenings, and events that embody Indigenous values, center community voice, and uplift stories of hope, stewardship, and collective action.

Key Responsibilities

Program & Meeting Coordination

- Coordinate the planning, logistics, and follow-up for internal meetings, partner meetings, community gatherings, and convenings.

- Support thoughtful meeting and event design, including agendas, materials, run-of-show, and participant communications.
- Ensure gatherings reflect Indigenous values of respect, relationship, reciprocity, and care.
- Track program timelines, milestones, and commitments to support smooth implementation and follow-through.

Event & Convening Support

- Provide on-the-ground logistical support for events and convenings, including registration, materials, setup, and day-of coordination.
- Support the Executive Director and staff at events to ensure smooth flow, time management, and alignment with organizational goals.
- Help capture key themes, stories, and learnings from gatherings for internal reflection and external storytelling.

Calendar & Schedule Management

- Manage calendars for senior staff, including the Executive Director.
- Coordinate internal and external meetings, deadlines, and commitments.
- Track key dates, deliverables, and program-related timelines.

Communications & Story Flow Support

- Monitor and process incoming emails and requests.
- Flag urgent or time-sensitive communications.
- Draft, route, or organize responses as appropriate.
- Support internal communication systems to ensure staff and partners stay informed and aligned.
- Assist with organizing notes, stories, and reflections that support storytelling, learning, reporting, and movement-building.

Travel & Logistics

- Schedule and coordinate travel for staff, including flights, lodging, and ground transportation.
- Prepare clear travel itineraries and support last-minute changes when needed.

Expense & Administrative Processing

- Process expense reports and reimbursements accurately and on time.
- Track receipts and maintain basic financial and administrative records for review.
- Support internal systems for approvals, documentation, and record-keeping.

Request & Relationship Management

- Serve as a point of contact for incoming requests (meeting requests, partnership inquiries, information requests).
- Help triage and route requests thoughtfully and efficiently.
- Maintain simple tracking systems to ensure timely follow-up and relational accountability.

Executive Director Support

- Provide direct administrative and programmatic support to the Executive Director.
- Assist with preparation for meetings, events, and public engagements.
- Support time management, materials preparation, and coordination with partners.

Board & Governance Support

- Manage the Board of Directors calendar and meeting logistics.
- Prepare and distribute board packets and materials.
- Support clear, timely communication between staff and board members.

Operations & Organizational Support

- Support the Chief Operations Officer by tracking critical organizational deadlines, including:
 - Budget preparation timelines
 - Personnel-related processes
 - Staff meetings and internal communications
 - Organizational compliance
- Manage organizational benefits systems, reporting deadlines, and renewals (e.g. medical, dental/vision, life, retirement)
- Help ensure organizational systems support staff wellbeing, clarity, and effectiveness.

What We're Looking For

- Strong organizational, coordination, and time-management skills.
- Experience supporting meetings, events, or programs with multiple stakeholders.
- Clear, respectful, and relational communication style.
- High attention to detail and strong follow-through.
- Ability to manage multiple priorities with calm and care.
- Comfort anticipating needs and working independently.
- Alignment with Indigenous values, community-centered work, and environmental stewardship.
- Interest in storytelling, movement-building, and supporting collective work.
- Experience supporting senior leadership or managing administrative systems preferred.

Work Style & Expectations

- Ability to work independently, this is a remote position.

- This role requires flexibility, accountability, reliability and discretion.
- Travel will be required for select events and/or convenings, including but not limited to in-person Board meetings and 1-2 annual staff/BOD retreats.
- A collaborative, service-oriented, and relational mindset is essential.
- Willingness to provide hands-on support when needed (including setup, breakdown, and practical logistics).

Salary and Benefits

\$65,000-\$75,000

R2R is committed to creating a healthy, inclusive, and supportive work environment where staff can thrive while contributing to Indigenous-led conservation, restoration, and sovereignty efforts across the Klamath Basin and beyond. Benefits include:

- Competitive salary commensurate with experience and nonprofit standards
- Remote/work from home with flexible, family first work schedules
- Health benefits including medical, dental, and vision coverage (as applicable by position)
- Generous paid time off, including vacation, sick leave, and paid holidays. Additionally, R2R recognized two organization-wide paid closures, including two weeks off at the end of the year for winter holidays and five paid days for spring break
- Cultural and community leave, recognizing Indigenous cultural and ceremonial responsibilities
- Professional development support, including training, conferences, and leadership development opportunities
- Supportive, mission-driven workplace grounded in Indigenous values, collaboration, and respect for place

Why This Role Matters

The Program & Operations Coordinator helps hold the connective tissue of the organization. By supporting strong systems, thoughtful gatherings, and meaningful coordination, this role helps create the conditions for Indigenous leaders, communities, and partners to come together, tell powerful stories, and advance lasting conservation and movement-building work rooted in hope, responsibility, and relationship.

Submit letter of interest and resume to abowers@ridgestoriffles.org