



Operations Assistant (updated April 7, 2026)

Title: Operations Assistant

Location: 4342 Farragut St, Hyattsville, MD 20785

Reports to: Executive Director

Salary: \$50,000 / annually for 35 hours of work. This is a full time exempt position, overtime pay is not available.

Health benefits: \$6,000 annual (pro-rated) stipend to cover health insurance, vision, dental and related expenses, paid evenly throughout the year. Visit <https://www.healthcare.gov/> to find more information on health care costs.

Paid time off: three weeks (105 hours) paid time off (to be approved by manager with two weeks notice) to be used as sick leave, vacation, personal leave. All federal holidays paid.

About Defensores de la Cuenca - Defensores de la Cuenca is a Latino-led 501(c)(3) non-profit organization that connects Latin@s and Spanish speakers with nature through shared experiences and opportunities to preserve and defend the Chesapeake Bay watershed for a healthier mind, body and soul. We are building a network of Latin@s/e leaders who are taking action to support Madre Tierra, our Mother Earth. We create family events that are welcoming and engaging to ensure that Latin@s/e participants have fun and make positive connections with nature. We share information about the many ways the environment affects us and how we affect the environment.

In general, this position's primary responsibilities are to oversee the care of the office and all related matters, to equip the staff, to track and monitor inventory, and general support duties as needed. This position will help create structures, support systems, and tools for organizational efficiency and program support.

Defensores de la Cuenca is seeking a highly motivated individual who is passionate about engaging the community, to bring resources and opportunities that support personal growth and capacity, while supporting the needs and priorities of participants. This position directly involves the community and participants, from introducing them to the organization to inviting them to join us at events and activities, to sharing information with them in a more formatted way. The position will work closely with the Executive Director, Programs Assistant, partners and participants.

This position is required to be in the office daily. On Friday, it is required to be the last one out of the office to ensure everything is in order. This is a full-time position, based on a 35-hour work week. Position is expected to work some weekends for "all staff" events and other requests. You will be notified well in advance.

Minimum qualifications:

- Bilingual in Spanish and English (written and spoken).
- Well organized and detail oriented
- Personable and comfortable collaborating with different personalities and work styles
- Must be have reliable transportation and possess valid driver license
- Experience using the Google Suite, Excel, and a willingness to learn new data tools
- Passion for environmental justice and Defensores' mission of developing Latin@s/e environmental leadership.
- Experience with Google Workspace (Docs, Sheets, Forms, Meet, Calendar)

Ideal qualifications:

- A degree from a college or university
- 1-3 years related work experience

General Responsibilities and Specific Tasks:

Operations Assistant works under the direct supervision of the Executive Director and in collaboration with other staff and volunteers, community members, and a diverse group of public and private entities. The responsibilities and duties of the Operations Assistant are varied and will include tasks and assignments from other roles and responsibilities. As a general framework, the following highlights major responsibilities:

The position will require work in four core areas: full staff support (~25% of time), managing the office and building and perhaps an off-site facility (~30% of time), and support for the administration team, including liaising proactively and reactively (troubleshooting) with vendors (~30% of time), and supporting events and meetings (~15% of time).

Specific Responsibilities:

Full Staff Support:

- Coordinate logistics for and lead biweekly all-hands DDLC staff meetings;
- Develop and implement (in coordination with ED) all-hands DDLC staff activities, such as retreats, team building exercises, and celebrations;
- Lead Organizational Culture Committee to ensure DDLC's values permeate the day-to-day work experience, making work more meaningful, fostering a sense of belonging, and increasing staff fulfillment and productivity;
- Support staff training events as needed (other than onboarding, see below)
- Process professional development registrations and travel arrangements, as needed;

Office/Building Support:

- Manage building and property (inside and outside) to ensure that the facilities are properly organized, supplied, maintained, and otherwise running smoothly. Activities that may be required include arranging for plumbers, electricians, or other contractors to resolve unpredicted issues; developing systems for keeping common areas clean and organized (paper in the copier, supplies in the restrooms; kitchen area maintained); coordinating with building owner for maintenance tasks and related work. This set of tasks will require balancing efficiency with our value of fiscal responsibility. Some tasks will require external contractors/service professionals. Others will be able to be accomplished by the person in this position without incurring the expense of external assistance.
- Ensure office is presentable for donors and other visitors at all times;
- Checking info email and google voice (maintaining relevant emails and messages and distributing / assigning to appropriate persons for response);
- Answering calls to the phone line;
- Maintain and purchase inventory of all office supplies;
- Manage third party vendor contracts for work to support building operations, including scheduling and anticipating preventative maintenance, providing oversight and direction to such vendors, receiving and approving all office-related vendor bills and submitting to Finance for payment;

- Maintain office equipment including printer/copier/scanner service, telephones/texting in conjunction with vendors, as needed;
- Reconcile and code credit card used for office expenses;
- Provide support for organizational calendars used for various purposes such as community room and virtual meeting reservations;
- Properly maintain plants (not over water);
- Assist with accounting related tasks: receipt, invoices, reimbursements requests for recordkeeping and processing;

Administration Support:

- Open, process and distribute mail on a daily basis;
- Lead, under managed IT vendor guidance, both routine and troubleshooting tasks that require for laptops and related technology;
- Manage staff onboarding/offboarding including leading the DDLC orientation, purchase/disposal of computers, telephones, and other technology equipment and assigning/reassigning computer and telephone equipment to staff and common areas, coordinating setup or termination of G-Suite accounts, setup or termination of other software required for staff;
- Maintain inventory of computer and hotspot equipment and subscriptions and ensure sufficient level of spare equipment is maintained to ensure continuity;
- Provide oversight and direction to third party vendors that support building technology.

Events/Meeting Support:

- Manage logistics for all onsite meetings or events including tracking attendance, greeting guests, setting up/breaking down, catering, and coordinating other rentals and services (will require occasional evening work);
- Support Outreach and Engagement team on the DDLC's podcast and engagement series including researching and proposing event locations, conducting outreach to potential speakers, support on program development, and coordinating with selected speakers leading up to each event.
- Coordinate building visits with appropriate staff;
- Ensure conference room, audio, video, phone, etc. are all set up and working properly and perform weekly readiness check;
- Assist with offsite events, as needed, such as Salsa en el Parque, La Cumbre, La Posada/year end celebration and other events;
- Facilitate quarterly Board meetings including setting up calendar, sending reminders, setup and breakdown of conference room and pre-meeting meal and printing of meeting materials;
- Facilitate Board communication and fulfillment of requests;
- Assist with planning and coordination of annual Board retreat, as needed

If this opportunity excites you, we encourage you to apply and join our team. We are proud to be an equal opportunity employer and are committed to creating an inclusive environment for all employees. We strongly encourage leaders of color, women, and those who identify as LGBTQ+ to apply. Please submit your resume, and a brief cover letter detailing relevant experience and interest in the position via email to: info@defensoresdelacuena.org. Please title your email: Operations Assistant. You may be asked to provide professional/personal references.

