

FINANCE AND OPERATIONS
COORDINATOR – HYBRID

HIRING ORGANIZATION

People Operations Partners

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Millersville, UNITED STATES

DATE POSTED

? 02/17/2026

BASE SALARY

USD 60000 - USD 75000

DESCRIPTION

Company: People Operations Partners

Position: Finance & Operations Coordinator

Industry: Non-Profit | Environmental Stewardship | Organizational Operations

Location: Hybrid – Millersville, MD 21108 (Arlington Echo Outdoor Education Center)

Employment Type: Full-Time

Salary: \$60,000 – \$75,000 per year

Application Deadline: Open until filled (Priority by March 8, 2026)

HR Contact: contact@peopleopspartners.co

Organization Supported: Watershed Stewards Academy

Role Overview:

- Report directly to the Executive Director
- Support Board of Directors and Leadership Team
- Serve as liaison with accounting, HR, financial advisory, and IT contractors
- Coordinate transition to new office space (Summer 2026)

Human Resources & Staff Support:

- Act as primary contact for HR firm (payroll & benefits administration)
- Coordinate compensation and benefits studies
- Maintain accurate job descriptions
- Support recruitment, screenings, interviews, onboarding

Financial & Contract Management:

- Liaison with accounting firm, banks, and investment institutions
- Review financial statements and procurement coding
- Assist with organizational and restricted fund budgets
- Support contract management, reporting, and audits

Risk, Insurance & Compliance:

- Manage insurance policies and claims coordination
- Maintain procurement and risk management policies
- Ensure compliance with nonprofit registrations
- Update organizational policies with leadership

Technology & Equipment Oversight:

- Oversee IT systems (Google Workspace, office equipment)
- Troubleshoot technology issues with external vendors
- Manage procurement and environmentally responsible disposal
- Support CRM systems (e-Tapestry preferred)

General Administrative Support:

- Assist with scheduling, event planning, and documentation
- Provide administrative support to Executive Director & Board

Skills & Qualifications:

- Bachelor's Degree (or equivalent experience) in nonprofit operations or related field
- Minimum 3 years nonprofit operations experience
- Strong proficiency in Google Workspace and Microsoft Excel
- Ability to interpret financial statements and manage budgets
- Excellent organizational, analytical, and communication skills

Work Requirements:

- Hybrid schedule (Millersville, MD office + telework)
- Approximately 40 hours per week with flexible daytime hours
- Limited evening/weekend work as needed
- Background check and fingerprinting required (covered by employer)
- Must have personal vehicle (mileage reimbursed)

Benefits:

- Platinum-level health insurance (90% premium covered)
- 26 Annual Leave Days
- 13 Sick Days
- 15 Paid Holidays
- 4% 401(k) match
- Professional development support

How to Apply:

Send resume and cover letter to contact@peopleopspartners.co with subject line "WSA Finance and Operations".