

Environmental Solutions Operations Support

The Operations Support staff is responsible for the environmental solutions team's outreach and communication activities with businesses, maintaining and analyzing data, creating reports and other organizational activities. The ideal candidate is detail oriented, has great communication skills and is a self-starter. There may be opportunities to grow within the organization as programming expands based on experience, skills, and interests. This role reports to the Environmental Solutions Manager.

About Solana Center for Environmental Innovation

Our Organization: Solana Center for Environmental Innovation is an award-winning environmental 501(c)(3) non-profit founded in 1983. Located in Encinitas, we serve all of San Diego County. Our classes, workshops, and events focus on soil, water, and waste, promoting upstream and preventative behaviors that are widely accessible. We make green living practical for individuals, businesses, schools, and local governments. Our organization believes in circular systems that support our vision: A world with landfills and oceans free of discarded resources. Small actions every day make a big impact. We are in the business of meeting each person wherever they are on their environmental journey.

Duties and Responsibilities

Key Responsibilities

- Organizational support work of the Environmental Solutions team
- Business outreach and communication
- Schedule site assessments and phone assessments and support food recovery inspections
- Data collection and analysis and database maintenance
- Conduct business research to support capacity analysis
- Prepare clear and well-written reports

Required Qualifications

- Efficient time management with ability to manage multiple deliverable deadlines



- Excellent organizational skills and attention to detail
- Self-starter
- Good problem-solving and follow-through
- Ability to understand program goals while focusing on details
- Ability to collaborate and willingness to learn new skills
- Speak comfortably and confidently to clients in a variety of settings
- Good customer service understanding and demeanor
- Excellent written and verbal communications skills
- Experienced collaborator with ability to work with diverse groups including all staff, businesses, and community partners
- Staff environmental education booths at public fairs and events
- Familiarity with MS Office, Google Suite, and database systems
- Must possess a current driver's license and have reliable transportation

Preferred Qualifications

- Passion for the environment and climate solutions
- Experience working with diverse communities
- Spanish language skills

Benefits

This position is flexible (hybrid) and full-time (35-40 hours/week). This is a non-exempt position and is paid hourly starting at \$21.25/hour, according to the laws of the State of California. The right candidate must be available to work from our Encinitas, CA headquarters with the expectation of being on site approximately 2 days per week. Field support may be required. Mileage will be reimbursed at the current federal rate for work-related travel. This position includes health insurance, paid vacation, 8 paid holidays, and sick time after a 90-day intro period.

Work Environment

Solana Center for Environmental Innovation is an Equal Opportunity employer. We are a 20-person organization – woman-led with staff that self-identify as disabled, BIPOC, LGBTQ, and bilingual. These various perspectives inform everything we do. Our diversity is responsible for much of our innovation-driven programming. We are committed to continual growth in our understanding and application of diversity, equity, and inclusion in our workplace and community programming.



If you're excited about this position but feel you don't meet 100% of the required or preferred qualifications, we encourage you to apply — we are looking for exceptional candidates who are passionate about our mission, dedicated to outstanding work, and committed to furthering the impact of the organization.

Please send a cover letter/email and resume to hr@solanacenter.org with the subject line "Environmental Solutions Operations Support." Additionally, include any writing samples that demonstrate your writing skills.



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