

## Operations Manager

**Position Title:** Operations Manager

**Application Deadline:** Applications accepted on a rolling basis beginning 1/1/23

**Pay, Hours:** 15-25 hrs/week; Pay \$15/hr

**Soil Cycle's Mission:** Soil Cycle's mission is to promote the natural food cycle by providing environmentally sustainable compost services and education.

### **Job Description:**

Operations Manager oversees all operations at Soil Cycle including but not limited to compost creation, collection, and site management. The manager will coordinate with all cyclists and site volunteers to successfully complete weekly food waste collections and compost creation through multi-demonstration means. The manager will work closely with the executive director and all Soil Cycle staff to complete weekly operations, educational programs, and organizational events. The manager will maintain and monitor all compost creation and operations. Soil Science and Ecosystem knowledge is greatly beneficial. It is the manager's responsibility to keep HQ's organized and efficiently working and welcoming to the public. The operations manager will facilitate new design and building projects for Soil Cycle growth and overall maintenance. *Personal vehicle and ability to tow a trailer is preferred.*

### **Key Responsibilities of this Position Include:**

- Oversee daily composting (hot piles and vermicompost) and collection operations
- Supervise and train new cyclists and operations volunteers
- Create schedule for cyclists and keep open public hours
- Assist with building, turning, and sifting compost piles
- Work closely with the executive director on programming, staffing, and product distribution
- Participate in weekly staff meetings; monthly with cyclists
- Supervise volunteers on a weekly basis
- Organize and complete construction processes of multiple onsite projects
- Help with educational programming onsite as needed
- Keep Soil Cycle site clean, efficiently organized for staff/volunteers and public
- Communicate clearly about Soil Cycle's mission
- Communicate with community members and customers
- Maintain safe and effective bicycles and trailers for all seasons
- Take care of site conditions and site cat

Please send resume and cover letter to Hannah Brown at [director@soilcyclemissoula.com](mailto:director@soilcyclemissoula.com)