

**Oikonos Ecosystem Knowledge**  
**Job Announcement**  
Posted 12/4/2010



**Financial and Operations Coordinator**

*Description:*

Oikonos Ecosystem Knowledge, a non-profit organization, is offering a part-time position to support financial operations and communications of more than 20 research, conservation, and education projects in various regions of the Pacific including Chile, New Zealand, California, Hawaii.

Incumbent is expected to work independently and remotely while interacting on a regular basis with six Project Leaders and three Board Officers. Duties include managing weekly and monthly accounts receivable, maintaining organizational file management, facilitating project communications, donation administration, and developing bi-lingual web-based communications. Financial management experience is essential, creative arts and education experience highly desired.

*Skills Required:*

- Proficiency in Quickbooks
- Non-profit sector administration experience
- Proficient in Office software: word processing (Word), spreadsheet programs (Excel) and database programs (Access) and remote file management (FTP)
- Writing proficiency in English and Spanish
- Ability to research and quickly learn new software tools (i.e. database management)
- Comfortable participating in a virtual working community
- Interested in diverse aspects of non-profit and community operations

*Skills Desired:*

- Communication experience
- K-12 Education experience
- Website Software experience (HTML or CMS)
- Outreach experience with diverse audiences
- Graphic arts, photo or digital media experience

*Duties:*

Accounts Receivable: Quickbooks data entry, document filing, communicating with six Project Leaders, reporting, and system improvements

Organization: assist in creating organizational support documents; conduct operations research; organizational document/file management

Project communications coordination: create and upkeep grant database and reporting calendar; create and distribute bi-lingual project updates; organize publication/report database and archive

Donation administration: maintain donor database; manage acknowledgements; reporting

Communications: assist Project Leaders with bi-lingual website, facebook, and newsletter updates; facilitate monthly conference calls; email communication database; monitor and increase presence on the web; coordinate outreach and education product production

*Compensation:*

DOE \$21 - 27 hour, 30 hrs/week

Prefer an applicant that resides in Hawaii, but will also consider coastal central California (Monterey to San Francisco)

Begin January 2011

*Apply:*

Please send a letter of interest, resume, and contact information for 3 references via email to Michelle Hester, President.

[michelle@oikonos.org](mailto:michelle@oikonos.org)

*Learn about Oikonos:*

[www.oikonos.org](http://www.oikonos.org)

[www.oikonos.org/purpose/video\\_introduction.htm](http://www.oikonos.org/purpose/video_introduction.htm)

**Mission**

Oikonos is a non-profit 501(c) (3) organization working locally and internationally to increase ecosystem knowledge through science, art, technology, education, and applied conservation.

**What does Oikonos mean?**

The name Oikonos is derived from Greek and Latin roots and is pronounced "oi·kô´·nô̄s."

The literal translation of "oikos" is home. It is commonly applied to "earth as home" and the word ecology is derived from it. The root "konos" is derived from the Latin "cognoscere," which means to recognize, learn, inquire or examine. Hence we define Oikonos as ecosystem knowledge.

**What does Oikonos do?**

Oikonos works locally and internationally to *improve biodiversity on imperiled islands* and increase understanding of *human impacts on marine ecosystems*.

**Accomplished by:**

- Leading community based conservation
- Conducting rigorous science
- Engaging communities and stakeholders in stewardship
- Sharing knowledge through creative, alternative, and traditional means