



## **Job Announcement: Administrative Assistant**

### **Long Tom Watershed Council**

The Long Tom Watershed Council (LTWC) is accepting applications for an Administrative Assistant. LTWC is a nonprofit organization serving the Long Tom River Watershed area in Lane and Benton counties. Our mission is to *improve water quality and watershed condition in the Long Tom River basin and surrounding drainages through education and collaboration among all interests, using the collective wisdom and voluntary action of our community members.*

This year, the council is commemorating two decades of accomplishments through the support and the voluntary efforts of diverse stakeholders. This tremendous community support has helped leverage a great a deal of success and recent programmatic growth. At any one time, we have ~ 60 open grant agreements with state, federal, and private funders. We reach over 1,300 families with our newsletter mailing list and another 800 or so people on social media. **The primary duties of the Administrative Assistant will include database entry and tracking, coordinating meeting logistics, managing mass mailings, organizing contractual and fiscal documents and tracking associated deadlines.**

For more information about LTWC and our work, please visit our [website \(www.longtom.org\)](http://www.longtom.org).

Posted: August 31, 2017  
**Closing date: Friday, September 29, 5:00 p.m.**  
Starting Date: Approximately October 16, 2017 or soon after  
Status: Position is guaranteed to be at least part-time, hourly (~20-24 hours per week).  
**There is the possibility that this position could be extended to full-time.**  
Compensation: Starting at \$14/hour. Benefits include health insurance, 401(k) retirement plan, and paid time off

#### **To Apply:**

- Please submit an application via email to [apply@longtom.org](mailto:apply@longtom.org).
- All application materials must be received by 5:00 p.m. on the closing date.
- Please email questions about the position or hiring process to [apply@longtom.org](mailto:apply@longtom.org).
- **All emails, both application submittals and questions regarding the position, must have "Administrative Assistant" in the subject line.**

**Application. Please send the following documents as your application for the position. Attach the documents in the email as either PDF or Word files:**

- Resume** – please include phone & email address in the heading.
- Three professional references** – contact information, including phone number, and how you know them.
- Cover letter** of 2 pages or less

## **Interview Process & Security Clearance**

The interview process will likely include a phone interview, a panel interview (LTWC staff and/or board members and partners), and a skills test. Please note also there will be a background clearance check due to LTWC's presence in a partnership office owned by the federal government.

## **Duties and Responsibilities**

- Enter information for individuals and organizations in membership database, including contact and relationship information
- Track donations in database, create donation receipts, and create monthly development reports from Access database queries
- Organization of both electronic and paper files, including documentation of key dates and deadlines, filing, archiving, etc.
- Maintain office systems (regular file backups, mail sorting, technological support, coordinate delivery of items between two offices)
- Coordinate the logistics for various meetings and events, including preparing and assembling materials, securing venues, setting up tables and chairs, recording summary notes, and securing refreshments.
- Assist with mass mailings, including printing, mail merging, and volunteer recruitment
- Assist with posting content and announcements on LTWC website and social media
- Coordinate volunteers for office assistance (e.g. mass mailings), outreach events (tabling), or restoration stewardship (e.g. weed pulls, tree planting)
- Perform all duties in a prudent and sensible manner in accordance with LTWC policies and procedures
- Other duties as assigned

## **Education & Experience Desired**

- Some college preferred
- Minimum 2-3 years of relevant professional experience
- Familiarity and comfort with nonprofit atmosphere a plus, including an understanding of the high level of commitment, tight deadlines and budget restrictions

## **Qualifications**

- Well organized, thorough, and detail-oriented
- High dependability and ability to adjust work priorities and meet deadlines
- Critical thinking skills to assist in developing reports, fact sheets, and educational materials
- Proficiency in Microsoft Office Suite (especially Word, Excel, Access)
- Strong interpersonal skills and ability to take direction well
- Self-directed, with a high level of initiative
- Excellent written and verbal communication
- Proficient in internet research/navigation
- Interest in technology and proclivity for problem-solving technical issues
- Passion for clean water and fish and wildlife habitat, specifically for the mission, programs, and collaborative, voluntary approach of the Long Tom Watershed Council!

## **Job Environment**

LTWC has a friendly, supportive, and rewarding work environment. The council's main office is located in the West Eugene Wetlands Partnership Office on Danebo Avenue, and there is a second donated office at Willamette St. and 27<sup>th</sup> Ave. Office hours are generally fall between 8:30 a.m. – 5:30 p.m. Monday through Friday. Some evening and weekend work required. A valid driver's license and use of your own vehicle is required. Mileage will be reimbursed at the state rate.

## **Equal Opportunity Employer**

The council prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity conducted by the council. The Long Tom Watershed Council is an equal opportunity employer.