



Administrative Assistant Job Announcement and Position Description

<i>Position Title:</i>	Administrative Assistant
<i>Organization:</i>	This is a shared, full-time position between the Long Tom Watershed Council (LTWC) and McKenzie River Trust (MRT)
<i>Reports to:</i>	Operations Director (Long Tom Watershed Council), Associate Director for Finance and Development (McKenzie River Trust)
<i>Status:</i>	1.0 FTE, non-exempt
<i>Physical Demands:</i>	Light
<i>Posting Date:</i>	October 24, 2017
<i>Compensation:</i>	Starting pay range of \$14-\$15/hour. Benefits include paid time off, health insurance, and retirement (401k) plan
<i>Application Deadline:</i>	Open until filled. Applications received by Monday, November 6 will receive priority consideration.

How to Apply:

- Please submit an application via email to apply@longtom.org.
- Please also send questions about the position or hiring process to 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:

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

Interview Process & Security Clearance:

The interview process will include a phone interview, a panel interview (LTWC and MRT staff/volunteers), a skills test, and informal meetings with staff from both organizations. Please note that the successful candidate must also complete a background clearance check due to LTWC's presence in a partnership office owned by the federal government.

Administrative Assistant Position Description

Role of the Administrative Assistant

The Administrative Assistant provides essential support for administrative and program functions of the Long Tom Watershed Council (LTWC) and McKenzie River Trust (MRT) with integrity and efficiency. S/he will participate in a wide range of administrative activities, including recordkeeping, data entry and tracking, correspondence, and direct contact with all LTWC/MRT staff and Board, as well as members and members-to-be. The job includes developing and maintaining records such as calendars, digital/paper files, and timekeeping systems. The Administrative Assistant will create a welcoming office environment and coordinate logistics for all Board meetings and other selected special events. As shared staff, this position will also have in prominent role in stewarding the relationships and spirit of collaboration between LTWC and MRT. The ideal candidate will have a strong disposition and enthusiasm for supporting and ensuring the success of the partnership.

Shared Nature of the Position

The Administrative Assistant will serve as a bridge between Long Tom Watershed Council and McKenzie River Trust, longtime partners based in Eugene and working in conservation. The Council and the Trust have a long history of common goals and collaboration through landowner outreach, habitat restoration, community engagement, conservation planning, and regional stewardship. Significant overlap exists in organizational structure, grant funding, community support, technology, and capability.

The guiding purpose of this shared position is foremost to strengthen each organization's ability to achieve its mission. Opportunities to collaborate and share staff, resources, information, and expertise are increasingly vital to supporting those missions with resilient and sustainable organizations. The Administrative Assistant will help each organization and the joint partnership better identify and coordinate collaborative projects, while also meeting individual organizational needs. Consequently, to be successful the Administrative Assistant must navigate each organizational culture while also working skillfully to build a shared culture that yields improved conservation results.

The Administrative Assistant will split time 50/50 between the Long Tom Watershed Council and McKenzie River Trust offices. Supervisors will work closely to jointly support the Administrative Assistant, including providing coordinated orientation, work planning, professional development, and schedules to accommodate projects at each site.

Administrative Assistant Responsibilities

Office Organization & File Management

- Open and distribute the mail, packages, and deliveries. Coordinate delivery of items between offices.
- Maintain office supplies.
- Organization and management of both electronic and paper file systems, including documentation of key dates and deadlines, filing, archiving, etc.

- Work with staff to ensure all land, donor, and accounting documents are complete, consistent, and filed in a timely manner, both on and off site.

Data Entry, Tracking & Technology

- Complete basic bookkeeping tasks, such as data entry for accounts payable, in QuickBooks; prepare bank deposits; manage monthly occupancy payments.
- Maintain the office technology systems including completing regular file backups and troubleshooting technological issues.
- Enter information for members, donors, and partners in membership database, including contact and relationship information.
- Track donations, including creation of donation receipts and monthly development reports.
- Use Microsoft office technology to format and print letters, reports, and other correspondence for staff as needed; mail merge and print mass mailings.

Communications

- Help build a shared culture and vision for the LTWC-MRT partnership by stewarding inter-organizational relationships, identifying and communicating mutually beneficial opportunities/efficiencies, and initiating culture-building activities such as joint staff gatherings or after work mixers.
- Greet visitors in person and callers on the phone; create a welcoming office environment and provide excellent customer service.
- Act as the point person for coordinating and scheduling, including maintaining MRT's shared digital calendar.

Human Resources

- Document human resources actions by completing forms, reports, logs, and records for new hires, terminations, and changes in job classifications; administer benefits packages including health insurance and retirement programs
- Administer property, general liability, and workers compensation insurance and serve as chief point of contact for any special insurance plans.
- Maintain confidentiality and be discreet with information.

Event Logistics and Programmatic Support

- Coordinate Board and staff meetings and various event logistics including preparing and assembling materials, venue/room reservations, transportation, setting up tables and chairs, refreshments/catering, agendas, and minutes.
- Assist with LTWC and MRT events in the office, in community spaces, and in the field as needed.
- Assist LTWC in organizing Annual Meeting and Celebration
- Update content and announcements on LTWC website and/or social media.

Other

- Perform all duties in a prudent and sensible manner in accordance with LTWC and MRT policies and procedures.
- Take on other assignments as directed by the LTWC Operations Director and MRT Associate Director for Finance and Development.

The following Skills, Knowledge, and Abilities will make you a great fit for this position:

- Genuine passion for land conservation, clean water, and fish and wildlife habitat, and an interest in the missions of watershed councils and land trusts.
- You're self-directed, with a high level of individual initiative and creativity.
- You're an organized person; it's in your blood.
- Attention to detail and a passion for accuracy, especially error-free data entry.
- Strong interpersonal skills, with the ability to deal effectively and tactfully with a wide variety of people in correspondence, on the telephone, and in person.
- Strong writing and editing skills, especially in correspondence.
- High dependability and ability to adjust work priorities and meet deadlines.
- Interest in technology and proclivity for researching and problem-solving technical issues.
- High emotional intelligence and an awareness of sensitive dynamics or situations
- Solid skills in word processing, spreadsheet managements, and presentation software, particularly with the Microsoft Office suite (Word, Excel, Access, PowerPoint).
- Comfort interpreting information for people of different perspectives and learning styles.
- Critical thinking skills to assist in developing reports, fact sheets, and educational materials
- Your ideal role is part of a support team.
- You work successfully within a team and have a natural lean toward getting to know people and communicating well with them.
- The ability to meet daily, weekly and monthly deadlines consistently.
- The ability to work with limited supervision and resolve practical problems independently.

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

Working Conditions, physical effort

- This work requires only minor physical exertion and/or strain. The work environment involves only infrequent exposure to disagreeable elements.
- Work is often fast-paced, stressful, and requires managing multiple projects with deadlines.
- A willingness to work flexible hours is necessary. Some evening and weekend work is required.
- In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.
- A valid driver's license and use of your own vehicle is required. Mileage will be reimbursed at the state rate.
- Both LTWC and MRT maintain their status as at-will employers.

Equal Opportunity Employer

Both LTWC and MRT are equal opportunity employers and prohibit 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.