



Administrative Assistant Position Announcement

Position Summary

The Administrative Assistant is a member of a small team at the Coast Salmon Foundation (Foundation). The Coast Salmon Foundation (Foundation) is a Washington State 501(c)(3) non-profit corporation and the fiscal sponsor of the Coast Salmon Partnership (Partnership). The Partnership is comprised of the Lead Entities for salmon recovery within the Washington Coast Salmon Recovery Region. The Coast Salmon Partnership works to keep our salmon runs, our livelihoods, and the way of life that depends on them healthy in some of the last best habitats for salmon in Washington state.

The Administrative Assistant reports to the Executive Director and provides overall support to the Foundation's Board of Directors and staff and the Board of Directors of the Partnership.

This is a part-time non-exempt position. Work schedule is 20 hours/week, Monday - Friday. On occasion, the work will involve weekends or more than 20 hours per week, but those will be exceptions. The position includes paid holidays and paid sick leave, which are pro-rated based on the number of hours worked. This position is not eligible for group health insurance or retirement benefits.

Duties

- Oversee logistical arrangements for Foundation and Partnership meetings. This includes schedules, locations, room reservations, equipment, and supplies. This also includes providing timely public notice of upcoming meetings to meet statutory notice requirements.
- Maintain written record of Foundation Board, Partnership Board, and staff meetings. Per direction of the board: take minutes during each meeting, prepare and distribute electronic copies of minutes for review by applicable organizations and parties, and oversee finalization of meeting minutes and retention in both electronic and paper format.
- Organize office filing system, ensure timely payments of utilities and rent, inventory and purchase office supplies as needed to support staff activities.
- As time allows, assist Executive Director with additional tasks including updating website and documenting office expenses.

Requirements

- Competency with Microsoft Office Suite
- Ability to quickly learn Intuit QuickBooks (financial) and WordPress (website) software programs
- Ability to work without direction and to multi-task after initial assignments are explained
- Ability to work with co-workers in a professional and congenial manner
- Ability to express ideas clearly and concisely, both orally and in writing

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- Ability to interpret procedures and policies and follow written and oral instruction
- Ability to be flexible as to schedule if workload, travel, or certain meetings necessitate
- Maintain a Washington State driver's license or obtain one promptly after being hired
- Ability to sit for extended periods of time (e.g., for meetings, computer usage, or driving)

Education and Experience

Prefer an associate degree and three years of increasingly responsible office experience involving occupational level financial, accounting, and administrative skills; alternatively, will consider as equivalent a high school diploma or GED, and at least five years of increasingly responsible office experience involving occupational level financial/accounting and administrative skills

Compensation

- Salary range from \$14/hour to \$19/hour, depending on experience and qualifications
- Benefits include leave days and sick leave as provided by law. Group health insurance and retirement benefits are not provided.
- Approved travel is compensated at rates established by the Office of Financial Management for the State of Washington

Application

- Send resume and contact information for 3 professional references to Mara Zimmerman, Executive Director, Coast Salmon Partnership, mara@coastsalmonpartnership.org.
- Applications will be accepted until the position is filled. Review of applications will begin February 25, 2019.

The Coast Salmon Foundation is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without discrimination based on race, color, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other factors protected by law.

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