



**Job Title:** Administrative Assistant

**Reports To:** Finance Manager

**At-Will, Non-exempt Position**

**Starting wage rate:** \$18.57-\$23.21/hour, depending on experience

**Benefits:** Benefits include paid vacation, holidays, sick leave, retirement plan, and medical and dental insurance.

The Coos Watershed Association (Association) is seeking an **Administrative Assistant** to join the team!

The Association is seeking a qualified professional to join our dynamic team and fill the position of Administrative Assistant. This is an at-will, full-time (min 35 hours/week), hourly, non-exempt position with benefits. The Coos Watershed Association is an Equal Employment Opportunity (EEO) provider.

**About the Association:**

The Coos Watershed Association (Association) is a 501(c)3 nonprofit that was established in 1994 by a diverse group of stakeholders with a mission to support environmental integrity and economic stability within the Coos watershed by increasing community capacity to develop, test, promote, and implement management practices in the interests of watershed health. The Association is governed by a Board of Directors and managed by the Executive Director. To learn more about our work please visit our website: [www.cooswatershed.org](http://www.cooswatershed.org).

**Why this Job:**

This is your chance to be a part of an organization focused on the betterment of the community. The Association creates a local, nongovernmental network and funding resources so that landowners can easily communicate their issues and opportunities and explore ideas and techniques for land management and watershed health.

The Association takes pride in our commitment to diversity and inclusion of our diverse team of program staff. We embrace and value differences in our culture, education, experience, physical ability, and unique perspectives in our workplace. We invite applications from qualified candidates who share our commitment to serving our community.

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**Position Summary:** **The Administrative Assistant** is responsible for working with the Finance Manager and Executive Director to ensure the office and financial management systems function effectively. A core duty of this position is to assist the Finance Manager in bookkeeping duties and maintaining financial controls and grant management systems. The Administrative Assistant will also provide administrative and human resource support to staff, the Executive Director and the Board of Directors. This position works independently and under the direct supervision of the Finance Manager.

**Essential functions:** the essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying future project opportunities. These duties are a representative example of position expectations, actual duties assigned may vary, and change depending on funding and Association needs.

Essential Functions	% of time
<p>Provide general financial support including but not limited to:</p> <ul style="list-style-type: none"> <li>• Comply with the Association’s Financial Policy and help oversee staff compliance. Recommend changes to strengthen the Association's internal controls to the Executive Director as needed.</li> <li>• Collate timesheets</li> <li>• Mail and file invoices</li> <li>• Establish and maintain grant files</li> <li>• Maintain a spreadsheet of grant agreement timelines and reporting deadlines</li> <li>• Assist with the preparation of the annual Audit with the support of the Finance Manager and Executive Director.</li> <li>• Coordinate insurance renewals, claims, and documentation for grant-related projects.</li> <li>• Cross train with Finance Manager on how to process payroll and invoices. Be willing and able to step in and help with these duties as requested.</li> </ul>	50%
<p>Provide general administrative and human resources support including but not limited to:</p> <ul style="list-style-type: none"> <li>• Greet and direct people onsite.</li> <li>• Stock and order office supplies</li> <li>• Route e-mail and physical mail</li> <li>• Assist with website and social media updates</li> <li>• Assist with outreach events</li> <li>• Post job opportunities to job boards</li> <li>• Process new hire paperwork (including background checks), and maintain personnel documentation for status, compensation and benefit changes</li> <li>• Coordinate insurance renewals, claims, and documentation for grant-related projects.</li> <li>• Maintain safety records and take the lead on processing workers compensation claims.</li> </ul>	35%
<p>Provide general support to the Executive Director and Board of Directors including but not limited to:</p> <ul style="list-style-type: none"> <li>• Assist board of directors with annual fundraiser and donor management</li> <li>• Help prepare, document, and file Board and Committee agendas, minutes, and background documents as necessary.</li> <li>• Ensure the Associations compliance with open and transparent organization requirements (minutes, audits, 990’s etc get updated to website)</li> <li>• Assist board committees and Executive Director in planning and executing the annual meeting and board retreat.</li> <li>• Send board meeting notices, assist with meeting logistics and record minutes.</li> </ul>	15%
<p>General Requirements:</p> <ul style="list-style-type: none"> <li>• Build and maintain collaborative relationships with landowners, community members, funders, agencies, and other partners.</li> <li>• Create an inclusive work environment, that contributes to a positive workplace.</li> </ul>	

<ul style="list-style-type: none"> <li>• Communicate respectfully and effectively with other staff, supervisors, board members, and partners.</li> <li>• Maintain a team player mentality and pitch in to ensure all aspects of the Association’s work are successful.</li> <li>• Perform other duties as assigned</li> </ul>	
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**Minimum Qualifications:** Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. Education and coursework can substitute for years of experience. Typical qualifications would be:

**Education:**

- Associate degree in accounting or business administration or a high school diploma with 2 years of professional experience.

**Professional Experience:**

- 2 years of office management or other administrative experience.
- Experience developing internal processes and filing systems and managing personnel documentation and other confidential materials.
- Experience managing budgets and expenses. Bookkeeping, grant management and quickbooks experience strongly preferred.
- Strong skillset in Outlook and MS Office applications (Word, Excel, PowerPoint).
- Experience working with non-profit groups on organizational development, grant and financial management, supporting the Board of Directors, and overseeing office function is preferred.
- Excellent written and verbal communication skills with a wide range of individuals (other staff, partners, private landowners, farmers, volunteers, funders, and local community members).
- Problem-solving, decision-making skills, and the ability to work independently with attention to detail.
- Ability to work independently and as part of a team.
- A positive attitude with a flexible approach to work and willingness to work with others, solve complex problems, and take on new projects and tasks as needed.
- Valid driver’s license required and use of a personally insured vehicle for travel.
- Ability to manage short and long-term projects, timeline and tasks in a highly dynamic work environment.

**Supervision:** The Administrative Assistant reports directly to the Finance Manager. This position does not supervise others.

**Working Conditions:** The Association’s office is generally open during normal business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, although our work hours span from 7:00 a.m. to 5:30 p.m., and may include nights and weekends, with some schedule flexibility available with approval. Employees’ presence may be required at designated internal and external meetings even if they fall outside your normal workday schedule. Equipment utilized includes standard office equipment including personal computers, with job-specific software and peripherals. Much of your time will be spent on the computer and phone.

**How to Apply:**

Submit a cover letter (including start date availability), résumé, and contact information for three references to [hlutz@cooswatershed.org](mailto:hlutz@cooswatershed.org). Review of applications will begin as they are received.

Application Deadline: **June 12<sup>th</sup>, by 2 pm. Applications will be considered on a rolling basis so applicants are encouraged to apply early.**

Interviews: Interviews will be scheduled as applications are received. If not scheduled prior, interviews will occur June 17<sup>th</sup>, 18<sup>th</sup> and 20<sup>th</sup> in person (381 N 2<sup>nd</sup> st, Coos Bay) or via Zoom.

**The Association is an Affirmative Action/ Equal Employment Opportunity Employer.**