

Executive Assistant

Salary Range: \$44,300 – \$64,300, Full Time Equivalent

Job Classification: Regular, Exempt

Benefits: Competitive Benefits Package Offered

Minimum Hours Required: 32 – 40 Hours Per Week

Supervisor: Executive Director

OVERVIEW

The Lower Columbia Estuary Partnership is a 501(c)(3) nonprofit organization that implements habitat restoration and monitoring projects and environmental education programs along the lower-146 miles of the Columbia River and estuary. We are governed by a Board of Directors, and the day-to-day management of the organization is led by an Executive Director and Management Team. The Executive Assistant provides administrative support to the Board of Directors, Executive Director, and Management Team to meet the organization's mission, goals, and objectives.

POSITION SUMMARY

This position provides high-level, confidential support to the Executive Director and Management Team on a variety of program-wide tasks to carry out the goals of the Estuary Partnership and the Comprehensive Conservation Management Plan and develop and implement six-year implementation strategies and biennial workplans. Employees in this position work with a high degree of independence and maintain regular communication with the Executive Director and other members of the Management Team.

In supporting the Executive Director and Management Team, the Executive Assistant helps carry out and track activities and anticipates needs and deadlines to ensure successful operations.

Employees in this position have regular contact with all Estuary Partnership staff, the Board of Directors, staff from other agencies and organizations, the business community, regional partners, donors and supporters, elected officials and their staff, contractors, the media, technical experts, vendors, teachers, principals, school administrators, students, parents, land owners, and community members.

Employees in this position regularly deal with sensitive issues, including sensitive donor and financial information and human resources issues, that require confidentiality, tact, and diplomacy.

This position is based in the Estuary Partnership Portland office and is primarily office-based, with occasional meetings and events outside the office.

MINIMUM QUALIFICATIONS

- Four years' experience supporting executive functions of an organization, including supporting senior managers and executives.
- A Bachelor's degree, certificate, or/and experience in business or office administration, nonprofit operations, secretarial studies, or a related field.
- Demonstrated organizational skills, with attention to detail and ability to anticipate needs, and knowledge of general office procedures.
- Proficient in Microsoft Office suite of products, including formatting graphics and creating excel charts and managing contact database in Outlook.
- Experience working collaboratively.
- Strong communication skills.

ESSENTIAL DUTIES

- Serve as a liaison between staff and the Executive Director and Deputy Director. Provide open communication between the Executive Director and managers and staff, demonstrating leadership to maintain credibility and trust with senior management and staff, and relating issues or concerns to the Executive Director to ensure effective operations.

- Oversee general office management—ensure appropriate and adequate supplies, communicate with vendors, manage mail, and maintain contacts database and paper and electronic files. Implement office management procedures to ensure a professional, efficient, well-run organization.
- Compile, assimilate, and prepare a variety of materials and documents. Draft personal correspondence and other materials that facilitate the Executive Director’s ability to effectively lead the organization.
- Support the Board of Directors and Executive Committee—ensure timely development and dissemination of meeting agendas, compile necessary materials, set up meeting space, attend meetings, prepare and maintain meeting records, and maintain all related files.
- Coordinate information system needs with Information Consultant.
- Manage maintenance of company vehicles.
- Help coordinate, schedule, and implement organization events, workshops, or meetings.
- Coordinate and manage the agenda of Management Team meetings, attend meetings, participate in discussions to advance program objectives, enhance collaboration, and identify resource needs required to complete projects. Prepare meeting records. Follow up with Executive Director and Management Team on discussed or planned activities to ensure objectives are completed in a timely and organized manner.
- Organize and participate in all-staff meetings, prepare meeting records, follow-up tasks as noted in meetings.
- Communicate regularly with Executive Director.

ADDITIONAL DUTIES

- Manage Executive Director’s schedule and calendar, including advising Executive Director of commitments and deadlines, and preparing requested materials.
- Periodically review policies or procedures and suggest ways to improve or address needed topics.
- Assist Finance & Operations Manager with Human Resources tasks, such as recruitment activities, new hire orientation, annual performance review processes, tracking employee performance anniversary dates and advising managers of deadlines and requirements, and maintaining personnel files.
- Follow up on contacts made by the Executive Director and support the cultivation of ongoing relationships.
- Greet guests and handle general requests for information. Proof printed materials, including letters, flyers, brochures, booklets, Year in Review, etc.
- Maintain equipment inventory.
- Manage and track multiple projects and tasks simultaneously. Complete tasks according to schedules and meet project objectives.
- Identify barriers to learning for underserved students and community members and programming to help remove barriers.
- Build and strengthen partnerships and foster collaboration with a variety of viewpoints and diverse interests to serve all communities of the lower Columbia River and give people parity and equal engagement with and in the protection of natural resources.
- Represent the Estuary Partnership at meetings, conferences, and workshops and in other public settings.

ORGANIZATION STANDARDS OF PERFORMANCE

- Place the river and public trust at the forefront. Support and promote the mission and work of the Estuary Partnership. Be familiar with the activities of all Estuary Partnership program areas, the lower Columbia River and the National Estuary Program, natural resource protection, and community programming.
- Cultivate a positive work ethic and team environment. Exhibit a positive attitude and high level of professionalism. Support Estuary Partnership employees, Board members, volunteers, and partners.
- Provide exceptional service, internally and externally. Adapt and continually improve.
- Attend work regularly and on-time.
- Include diverse populations and underserved communities, including communities of color and low-income communities, to improve racial, gender, and cultural responsiveness when working with colleagues and partners and in carrying out job duties and responsibilities.
- Exercise discretion and discern and maintain confidentiality.