



Program Assistant

Pay Range: \$45,300 - \$65,000, Full Time Equivalent

Job Classification: Regular, Exempt

Minimum Hours Required: 32 hours per week

Benefits: [Learn about our employee benefits here](#)

Supervisor: Community Programs Director

POSITION SUMMARY

The Program Assistant provides fiscal, administrative, and logistical support to the Community Programs Team primarily on stormwater/green infrastructure projects but across the team, as well. This position has a heavy focus on data entry; primary duties include tracking grant and contract expenditures, mileage tracking, assisting with the creation of and submittal of grant reports, preparing letters and administrative reports, and preparing reimbursement requests for funders. This position will work closely with the Community Programs Director to assist with community and partner communications, scheduling, and provide other logistical program support. This position requires strong organizational skills and attention to detail and works with a fair degree of independence while maintaining regular interaction with the supervisor. The Program Assistant will work closely with members of the Community Programs Team as well as the Fiscal and Administrative Staff of the Estuary Partnership.

This position requires strong organizational skills, attention to detail, and the ability to work both collaboratively and autonomously. Based in the Estuary Partnership Portland office, this position offers a flexible work schedule and work from home opportunities, with occasional meetings or events outside of the office.

REQUIRED EXPERIENCE AND KNOWLEDGE

- Four years' experience working with and supporting grant-funded programming.
- Demonstrated experience with project tracking, tracking multiple revenue sources, and performing bookkeeping in a non-profit, for-profit, or governmental accounting environment. A degree or coursework in business administration or a related field can be included as experience.
- Demonstrated experience working with electronic record keeping systems.
- Proficiency in Microsoft Office software, including Excel, and familiarity with QuickBooks or other accounting software.
- Attention to detail.
- Skill working collaboratively with staff, multiple funders, vendors, and other parties.
- Strong written and verbal communication skills.
- Motivated, self-directed team member with a general interest in environmental practices.

ESSENTIAL DUTIES

- Provide program support to Community Programs Team with administrative, fiscal, and logistical duties.
- Works closely with the Community Programs Director and Education Team Manager to implement stormwater and green infrastructure, stewardship, environmental education, and other programming.
- Track, record, and report mileage for the Team.
- Assist with the tracking, collection, recording, and preparation of quarterly grant reports for submission to the Fiscal Team and project funders.
- Provide reimbursement support to Team including collection of supporting documentation and preparation of forms for submission to Fiscal Team and project funders.
- Process vendor invoices.
- Track grant and contract expenditures and assist in the creation of expenditure reports.
- Assist in the creation of reimbursement requests, including in-kind contributions, for funders, by collecting, tracking, recording, and assisting in the preparation of reports.
- Participate in team meetings to discuss and advance program objectives, enhance collaboration, and identify resource needs required to complete projects.

RELATED DUTIES

- Assist in the maintenance of vendor and contract files.
- Assist with preparation of contracts.
- Manage work assignments. Ensure appropriate completion of timelines, deadlines, project objectives, and tasks.
- Other related duties as assigned.

ORGANIZATION STANDARDS OF PERFORMANCE

- Into all aspects of work, integrate organizational core values of mutual benefit, equity, diversity, and inclusion; science and stewardship; and the courage to change.
- Work with the Management Team and organization leaders to identify actions that benefit and direct programming to, communities of color, Indigenous communities, and low-income communities, consistent with the Estuary Partnership's CCMP, Strategic Direction, DEI Plan, and Equity Plan.
- Contribute to a collaborative, equitable, and inclusive team environment. Exercise confidentiality, tact, and diplomacy in dealing with sensitive issues, including sensitive donor, financial, and employee information.