

JOIN OUR TEAM!



We are hiring for an Executive Assistant!

Work alongside the Executive Director as a vital member of our Management Team. You will serve as a resource for the Director, foster communication across teams, and maintain a well-run organization. If you are a big picture thinker but also love details, *we want you on our team!* We offer a competitive salary, generous paid time off, a retirement plan, and health insurance.

Equity & Inclusion

We are engaged in an on-going process to identify inequities and imbalances of power in our organization and our programs. We are committed to racial equity across the organization: in our programs, workforce, policies, and organizational culture. This is an on-going process and we recognize that we have far to go; please know that racial equity and environmental justice are cornerstones of our commitment to all communities along the river.

What kind of work will you be doing?

MANAGEMENT TASKS

- Facilitate communication throughout the organization.
- Be a resource for the Executive Director.
- Coordinate the management team.
- Promote Diversity, Equity, and Inclusion across the organization.
- Develop draft agendas for Board meetings, maintain Board and organization records.
- Communicate regularly with Board members on a variety of topics.
- Develop materials for Executive Director meetings and briefings.

PROJECT TASKS

- Manage logistics for conferences and meetings.
- Support fundraising and development events and campaigns.

ADMINISTRATIVE TASKS

- Draft correspondence, process mail, schedule meetings.
- Maintain employee recognition program.
- Keep the office organized and welcoming.

People of Color, Indigenous people, and women are strongly encouraged to apply. We are committed to creating a welcoming and supportive environment for all.

MORE >>>

Our Office Culture

We are a hardworking team that is passionate about the Columbia River and serving the diverse communities along it. We value individual and group differences and use those differences to be a more creative, responsive, and inclusive organization. We value teamwork and collaboration, and we believe in a healthy work-life balance. We each play an invaluable role to the organization's success and all employees are empowered and supported to do the best work they can.

About the Estuary Partnership



We are one of the nation's 28 estuaries of national significance. The lower Columbia River is degraded and our job is to improve its conditions for fish, wildlife, and people. The Lower Columbia Estuary Partnership implements habitat restoration and monitoring projects and environmental education programs along the lower 146 miles of the Columbia River and estuary. We are a 501(c)(3) nonprofit organization governed by a Board of Directors.

APPLY ONLINE @ www.estuarypartnership.org!

Visit our website for the full job description and to submit your cover letter, resume, references, and answers to application questions.

If you have any questions about the position or application process, please contact Connor Kerns: ckerns@estuarypartnership.org
(503) 226-1565 ext. 241.

