



Executive Assistant

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

Job Classification: Regular, Exempt

Benefits: Competitive Benefits Package Offered

Hours: 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.

POSITION SUMMARY

This position provides 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. The Executive Assistant is a member of the Management Team. Managers require the ability to see the big picture, think strategically, and identify and track details. The Executive Assistant plays an important role in the success of the organization by providing critical thinking and being a resource for the Executive Director and ensuring the Executive Director is in the best position possible to run the organization.

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.

All Estuary Partnership employees build and strengthen partnerships and foster collaboration with a variety of viewpoints and diverse interests to serve all communities and give people parity and equal engagement with and in the protection of natural resources. 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.

REQUIRED EXPERIENCE AND KNOWLEDGE

- Four years' experience supporting an Executive Director and senior managers. A degree or course work in business administration or a related field can be included as experience.
- Working knowledge of business or office administration, nonprofit operations, and experience managing executive records.
- Demonstrated organizational skills, attention to detail, can anticipate needs, take initiative, and be resourceful.
- Proficient in Microsoft Office suite of products, particularly Outlook (managing a contact database), Word, and Excel (creating charts and graphics).
- Working collaboratively.
- Knowledge of issues of diversity, equity, inclusion and environmental justice.
- Strong written and verbal communication skills.

ESSENTIAL DUTIES

- Communicate regularly with Executive Director.
- Facilitate the Executive Director's ability to effectively lead the organization; facilitate communication to and from and interaction among the Executive Director, managers and staff and cultivate an inclusive team environment.
- Participate, be a resource for, and assist the Executive Director in Diversity, Equity and Inclusion strategies across the organization.
- Manage Board of Directors and Executive Committee meetings. Develop draft agendas for the Executive Director, ensure timely development and dissemination of meeting agendas, set up meeting space, attend meetings, develop and maintain meeting records, maintain all related files.
- Participate in the Management Team – enhance collaboration, develop agendas of Management Team meetings, attend meetings, develop and maintain meeting record, participate in discussions to advance program objectives, identify resource needs required to complete projects. Follow up with Executive Director and individual team members to ensure objectives and activities are completed as scheduled.
- Organize All Staff meetings - develop agendas, with the Management Team and staff, participate in meetings, develop and maintain meeting records, follow-up tasks as noted in meetings. Provide support for these meetings as requested.
- Prepare materials for annual legislative briefings and meetings.
- Gather briefing material for Executive Director in advance of meetings, including arranging for the preparation of presentations and other materials.
- Maintain annual employee recognition program, prepare recognition materials, keep Executive Director apprised of key milestones.
- Manage logistics for various Estuary Partnership hosted conference, workshops, and fund raising events.
- Manage Executive Director's schedule and calendar, including advising Executive Director of commitments and deadlines.
- Make travel arrangements for the Executive Director; assist staff with travel arrangements as needed.
- Maintain core office functions including: draft correspondence, thank you letters, and other materials; manage and process incoming mail; maintain equipment inventory; compile and prepare a variety of materials and documents; proof

documents; maintain contacts database and paper and electronic files; greet guests and handle general requests for information; review media sources for Estuary Partnership related news.

RELATED DUTIES

- Recommend, develop, and or implement office management procedures to ensure a professional, efficient, well-run organization.
- Follow up on contacts made by the Executive Director and support the cultivation of ongoing relationships.
- Manage and track multiple projects and tasks simultaneously. Complete tasks according to schedules and meet project objectives.
- Represent the Estuary Partnership at meetings, conferences, and workshops and in other public settings.
- Assist with recruitment processes.
- Maintain clean and welcoming office.
- Other related duties as assigned.

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.
- Include diverse populations and underserved communities, such as communities of color, Indigenous people, 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.
- 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.
- Exercise discretion and discern and maintain confidentiality.