

Powder Basin Watershed Council

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March 21, 2024

Job Vacancy Announcement Administrative Assistant

The Powder Basin Watershed Council (PBWC) is a growing 501(c)3 organization seeking additional administrative support to accomplish our expanding objectives in natural resources management. We are recruiting a part-time (20 hours/week) Administrative Assistant who will work closely with the PBWC Executive Director, enthusiastic staff, and knowledgeable Board of Directors to design, oversee and implement systems to ensure effective management of finances, payroll, office operations and outreach activities. This position will be integral to the smooth operation of the organization, and we are seeking an individual who will thrive in a fast paced, entrepreneurial environment. We are initially offering this position as a part-time opportunity. However, a highly motivated individual with skills matching our expanding organizational needs could see the position increased to a full-time opportunity within 12-18 months of employment.

This is a permanent, part-time (20 hours/week), non-exempt (hourly) position. The salary ranges from \$20-25/ hour depending on experience. Benefits include a healthcare stipend of \$300/month and a Simple IRA retirement benefit with up to a 3% employer match contribution.

To apply: Email a single PDF file (titled with your last name) to Tim Bailey at pbwced@qwestoffice.net with:

- A **Cover Letter** highlighting your relevant experience, no longer than 1.5 page/s,
- Your **Resume**, and
- Contact information for 3 references (one reference needs to be a recent supervisor).

The position is open until filled.

Interview process: Candidates will be interviewed via Zoom Meeting. There will be a writing assignment at the end of the oral interview so candidates will need access to email.

For more information, or if you have questions, please contact Tim Bailey at (541) 523-7288 or pbwced@qwestoffice.net.

Position Description

Introduction

The Powder Basin Watershed Council (PBWC) is a 501(c) 3 nonprofit organization whose mission is to “Facilitate community-supported restoration and maintenance of the streams, rivers and lakes in our watersheds.” The PBWC advocates for quality watershed management among landowners in Baker, southern Union, and northern Malheur Counties by promoting a holistic approach engaging a diverse group of interested stakeholders for the purposes of ecological restoration, water quality monitoring, watershed planning, and educational programming.

Position Summary

The PBWC is a growing organization in need of additional administrative support to accomplish its Mission. The Administrative Assistant will work closely with the Executive Director, staff, and Board of Directors to design, oversee and implement systems to ensure effective management of finances, payroll, office operations and outreach activities. This new position will be integral to the smooth operation of the organization. We are initially offering this position as a part-time opportunity. However, a highly motivated individual with skills matching our expanding organizational needs could see the position increased to a full-time opportunity within 12-18 months of employment. Duties include:

- **Organization Administration (35%)**
 - Providing office reception, responding to telephone calls, public and business contacts, receiving and processing mail and emails.
 - Ensuring the organization’s bills and invoices are paid and all subscription services are relevant.
 - Organizing, updating, and maintaining PBWC’s filing system.
 - Inventorying and organizing PBWC equipment.
 - Maintaining financial records for bank accounts and preparing monthly reconciliations.
 - Using Quickbooks, complete transactions: receivables, payables, and transfers.
 - Assisting the Executive Director with preparation of monthly payroll for submission to PBWC’s payroll accountant.
 - Assisting the Executive Director and Board in developing annual budgets.
 - Maintaining internal controls per PBWC Fiscal Policies.
 - Assisting in planning and implementing special events.

- **Grant Administration (35%)**
 - Creating, supporting, and maintaining complete and accurate grant files including applications, agreements, financial records, budget tracking, permits, accomplishments and other checkpoints.
 - Tracking expenditures by grant and generating financial reports and payment requests to grantors.
 - Digital archiving of past and present grant records.
 - Assisting Executive Director and staff in identifying and pursuing new funding opportunities.

- **Meeting Administration (10%)**
 - Creating an events calendar on PBWC's website and keeping meetings and events updated on the calendar.
 - Sending out timely email communication about all meetings and events to our Board of Directors, stakeholders, and partners.

- **Social Media Administration (10%)**
 - Creating and posting content about current and past work in collaboration with PBWC staff.
 - Promoting upcoming events of the PBWC and/or partner organizations to engage the community.

- **Website Administration (10%)**
 - Adding relevant updates to PBWC and partner organization websites as we conduct projects, hold events and develop outreach opportunities.

Qualifications

- Experience with grant funding and contract administration.
- Knowledge and proficiency in Quickbooks Desktop, including Non-Profit Edition.
- Proven knowledge of standard accounting procedures and reporting.
- Computer proficiency in Microsoft Office programs including MS Word, MS Excel, MS PowerPoint, and MS Publisher.
- Proven ability to work successfully in a team setting.
- Proficiency in written and verbal communications.
- Self-directed, organized, detail-oriented with high level of accuracy in accounting duties.
- Valid drivers license and acceptable driving record.

Civil Rights

This employee will perform and interact with others in accordance with all applicable state and federal laws for equal opportunity employment and other requirements of civil rights statutes.

Salary and Position Details

The Administrative Assistant will report to Tim Bailey, Executive Director of the Powder Basin Watershed Council and the PBWC Board of Directors. This is a permanent, part-time (20 hours/week), non-exempt (hourly) position. The wage for this position ranges from \$20-25/ hour, depending on experience. Benefits include a healthcare stipend of \$300/month and a Simple IRA retirement benefit with up to a 3% employer match contribution. The position will require the use of a personal vehicle, with expenses for work-related travel reimbursed at the state rate (\$.67/mile for 2024). Applicants offered this position will be required to complete and pass a full-fingerprint background check at the PBWC's expense. Failure to complete or pass the background check will result in immediate dismissal.