

Job Title: Office and Stewardship Program Assistant

Position Description

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. Must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a small office of diverse people and programs. We are a small nonprofit, and we all wear a number of different hats.

The ability to retain your composure in a fast paced environment, sometimes under pressure, remain flexible, proactive, resourceful and efficient with a high level of professionalism and confidentiality is crucial to this role.

The Program Assistant provides support to the Executive Director and other CPRCD staff to help us get our work done. Support includes technical expertise in Microsoft Office Suite (Word, Excel, PowerPoint, and Publisher). Excellent written and verbal communication skills, strong decision making ability, attention to detail and a sense of humor are equally important. This position is for a self-starter with the ability to see a project through completion.

This position is part-time and reports to the Executive Director.

Overall Job Responsibilities

- Prioritize and manage multiple projects simultaneously, and follow through with issues in a timely manner.
- Assist with contract management, including preparation and documentation.
- Manage and track paperwork flow including processing incoming/outgoing mail, obtaining signatures, updating documents and distributing/filing copies.
- Preparation of reports for CPRCD programs.
- General administrative duties that include: file management, document retention and assistance in paper/electronic organization.
- Update main website
- Assist Project Managers in writing and submitting grants for CPRCD programs on an as needed basis: maintaining grant files, documents and reporting
- Assist Executive Director and Financial Manager in maintaining any program or project related files, meetings, notes, etc.

Stewardship Specific Job Tasks

- Update Stewardship website
- Maintain all Stewardship Contracts
- Collect and Review Stewardship Check Requests
- Maintain and enter data from On and Off Forest Projects and Stewardship Timber Sales into SCRWP Database.
- Develop Annual Reports of all SCRWP Accomplishments
- Write grant applications for SCRWP program as they become available (OWEB, NFF, etc.)

Compensation and Benefits

Compensation will be determined DOE ranging from \$12-\$18/hour. This is considered a permanent position, but is dependent on having funding available in Cascade Pacific's annual budget. This position is part-time starting at 16-20 hours a week and has the potential to increase hours as the need increases. We have a generous paid-time-off (PTO) policy that is pro-rated for this position.

Qualifications

- Excellent writing, proofreading/editing, and communication skills are required
- Proficiency in Word, Access and Excel required. PowerPoint and/or Publisher experience is a plus, as is experience with website maintenance
- Able to interact with clients in a pleasant and communicative fashion, and maintain excellent customer relations
- Highly organized, with the ability to re-prioritize tasks on a moment's notice
- Critical thinking and problem solving skills
- Track flow of work through the office and ensure deadlines are met
- Work with minimal supervision; self-directed
- Must work cooperatively as a team member in a small office setting
- Ability to multi-task, prioritize and to meet deadlines
- Post high school education and/or college degree

Application Instructions:

Please include a cover letter with your resume expressing your interest in working with Cascade Pacific RC&D, and why you are qualified for this job. Email resume and cover letter to connie@cascadepacific.org. Interviews will be offered as we receive qualified applicants.

Start date: Depending on availability, as soon as possible or no later than between May 1.