

## **Full-Time Administrative Assistant – WaterWatch of Oregon**

WaterWatch of Oregon is seeking a full-time Administrative Assistant. The position will focus on development, communications, assisting program staff, and tending to general office functions. Also, a prominent focus of the job will be to assist with WaterWatch's annual fundraising auction each fall.

The assistant will divide time between the development/outreach and program sides of the organization. On the development side, the assistant will support all areas of development with particular attention to event support, donor tracking/gratitude practices, database administration, and WaterWatch's end-of-year giving campaign. The position will also be responsible for updating the website and making regular social media posts and email alerts. On the program side, the assistant will perform administrative tasks associated with WaterWatch's advocacy as needed.

WaterWatch is a river conservation organization dedicated to protecting and restoring streamflows in Oregon's rivers for fish, wildlife, and the people who depend on healthy rivers. WaterWatch advocates for balanced water policies in Oregon. For over thirty years we have worked in the courts, state and federal agencies, the legislature, and the media to ensure that enough water is left in our rivers to sustain the fish, wildlife, and people who depend on healthy rivers. WaterWatch has a budget approaching \$1,000,000, a staff of eight, a board of fifteen, and two offices: one in Portland, and a satellite office in Ashland. The Administrative Assistant will work out of the Portland office.

**Term:** Full-time

**Hours:** 40hrs per week (with sporadic overtime around the annual auction in early November), occasional travel and weekend/evening meetings and events.

**Compensation:** Competitive hourly wage with attractive benefits package including medical, vision and dental insurance, 401K retirement plan with employer match for participants and liberal paid time off (PTO) policy.

**Location:** Portland, OR - WaterWatch Office (213 SW Ash St, Suite 208)

### **Duties / Responsibilities:**

#### Development & Communication/Outreach:

- Assist in all aspects of the annual auction:
  - Procure auction items.
  - Assist in tracking event logistics: reservations, donations, payments etc.
  - Update auction database, GreaterGiving.
  - Organize and manage volunteers.
  - Design materials and decorate for the event.
  - Promote the event on list serves, social media, email alerts, etc.
  - Reserve, pick up, and drive the rental van/truck the weekend of the event, transport auction items, and return the rental the day after the event.
  - Thank donors.
- Prepare event, fundraising, policy and outreach communications for dissemination, including electronic and web-based promotions;
- Assist with database entries, donor tracking and thanking, and quality control;
- Assist in the planning, implementation, and follow up regarding all events;
- Compile and distribute fundraising, membership, and outreach mailings;
- Execute reports and compile data as necessary;
- Assist with donor thank yous;
- Update profiles and retrieve reports as provided from workplace giving partners;

- Assist with developing content and regularly posting to social media accounts; and
- With assistance from program and other staff, update website pages regularly and keep information current.

Program:

- Support WaterWatch's conservation agenda and program staff by providing administrative support for program staff;
- Assist with developing content and regularly posting to social media accounts;
- Compile research for policy staff;
- Filing;
- File review online and in Salem;
- Organize and synthesize data in worksheets and graphics; and
- Scanning, digitalizing files.

Other:

- Assist with office IT needs;
- Manage office supplies;
- Coordinate meetings and catering; and
- Take, edit, locate and upload photographs to highlight programs and projects.

**The successful applicant will have the following qualifications/experience:**

- **Strong organizational skills and impeccable attention to detail.**
- **Self-starter.**
- **Outgoing personality.**
- 1-2 years' office experience.
- 1-2 years' experience with event planning and implementation.
- Ability to lift/carry 35 pounds (including up stairs).
- Familiarity with and passion for Oregon's rivers and water policy.
- Experience with Facebook, Twitter and Instagram. Advanced proficiency with the Microsoft Office Suite, and development databases (Salsa Labs and GreaterGiving a plus).
- Editing and proofreading skills a plus.
- Proficiency with websites and HTML code a plus.
- Strong and professional communication skills, excellent phone skills.
- Strong collaboration and group skills. This position requires working regularly with all other WaterWatch employees and occasionally with the board.
- Current driver's license – may be helpful to own a car
- Confident, takes direction well, willing to go the extra mile, sense of humor.
- **Must** be available for work the week prior to the auction and the weekend of the auction which is a TBD Saturday in November.

Please email resume and cover letter describing your interest and experience to [info@waterwatch.org](mailto:info@waterwatch.org).

WaterWatch recognizes the value of diversity in the environmental movement and seeks individuals who have a broad range of experience. We also seek individuals of diverse race or ethnicity, gender identity, and ability. People of color, LGBTQIA persons, and persons with disabilities are encouraged to apply.

**Application deadline:** January 24<sup>th</sup>, 2018