



OPERATIONS ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Position Overview: This position is responsible for three major areas: administrative support to the CFO, senior management, and general administrative support to all staff including front office. This position requires a mix of strong communications skills, exercising good judgement in a variety of situations, and the ability to maintain balance among multiple and shifting priorities. The work of this position supports EMSWCD's conservation mission by providing administrative support to the work related to Finance and Operations.

Classification: Non-Exempt (hourly, eligible for overtime), Permanent Full-Time

Reports To: Chief of Finance and Operations

Primary responsibilities:

Operations Support

- Works closely with the Chief of Finance and Operations to assist in the efficient operations of EMSWCD.
- Work with other senior management and staff as needed with various operational support needs.
- As requested, assists with a broad variety of administrative tasks, including: EMSWCD administrative operations; handling of confidential documents/information; special projects; compiling background documents for meetings as appropriate.
- Assist CFO or Bookkeeper in ensuring efficient and effective financial operations as requested
- Assist CFO with coordinating and coding payables for processing, weekly payable processing, preparing checks and receivables for deposit by bookkeeper, or with minor bookkeeping functions.
- Provide support to CFO in the annual budget and audit processes as requested.
- Related financial, operational, or administrative support duties as assigned.

General Administration

- Assist with managing and maintaining EMSWCD files and documents in accordance with policy and Oregon public records law.
- Assist with and coordinate processing of public records requests.
- Coordinate and track records onsite and at offsite storage company.
- Provide meeting support as needed (e.g., scheduling conference rooms, coordinating food, logistics).
- Coordinate materials for meetings, training sessions, and other activities of the organization, as appropriate.
- Respond to staff requests for administrative support as needed.
- Coordinate and distribute all incoming/outgoing/interoffice mail, delivery, or courier services.

- Oversee and track inventory and place orders for office supplies as needed.
- Provide assistance as needed with research for office products and services, including coordinating and tracking Finance & Operations vendor relationships.
- Provide assistance with contracted IT and Phone support companies.
- Oversee maintenance of office machines including printers, copier, scanner, or phone systems as appropriate.
- Greet and direct office visitors, answer main office telephone lines, respond to requests for information and/or forward messages to appropriate staff.
- Perform other duties and responsibilities as requested.

Personnel-related support

- Assist with the recruitment and hiring process for new staff as requested
- Provide administrative assistance to the CFO, Executive Director, Program Supervisors or other Finance & Operations staff with the onboarding/offboarding of staff as needed.
- Provide support for dissemination of and enrollment forms for EMSWCD’s benefits programs.
- Communicate and coordinate annual open enrollment-related duties with staff and CFO.
- Provide support for contracted HR service as requested.
- Perform other personnel-related duties and responsibilities as requested.

Other Responsibilities:

- Active participation in departmental and organization-wide staff meetings.
- Represent EMSWCD in a positive and professional manner to constituents, clients, public officials, community groups, and other business partners. Attend business related functions as requested by the Executive Director or Department Manager.
- Actively participate and contribute to equity-related efforts
- Other duties as assigned by the Chief of Finance and Operations (CFO) or Executive Director.

Required Knowledge, Skills, & Abilities:

- Passion for the principles of diversity, equity, and inclusion. Demonstrated commitment to EMSWCD’s commitment to equity.
- Ability to ensure compliance with EMSWCD policies.
- Proficiency in problem solving.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies and ability to work on multiple projects simultaneously.
- Excellent written & verbal communication skills.
- Ability to appropriately use discretion in all work activities.
- Excellent organizational skills and attention to detail.
- Ability to ensure confidential information is managed appropriately.
- The ability to present in an engaged manner with diverse populations, including constituents, stakeholders, public officials, community groups, and other partners.
- Must be proficient in English (spoken and written) for communicating with EMSWCD Board members, EMSWCD Staff, partner agency staff, and office callers and visitors.
- Knowledge of natural resource conservation issues and local environmental agencies and organizations is desired.

- Ability to effectively and efficiently use Microsoft Office, Google-Suite, and standard communications platforms.
- Knowledge of QuickBooks or bookkeeping software is desired.
- Perform assigned duties in accordance with established procedures. (Procedures that cover the assigned work include EMSWCD annual work plans, EMSWCD policies and procedures, Oregon Department of Agriculture Guidelines for SWCDs, and Oregon public meetings law.)

Minimum Qualifications:

- Minimum 3 years previous experience in administrative or related professional experience. Combination of equivalent lived experience and/or related professional work may be considered.

Working Conditions/Physical Requirements:

This position will be required to travel, participate in conferences, give internal presentations , and may work evenings and weekends to meet project deadlines, attend events, and complete position responsibilities.

Work is usually performed in an indoor office environment with long periods at a desk.

Environment is subject to constant work interruptions with pressure to meet deadlines.

The EMSWCD office is the primary work location for this position; and is a smoke-free and drug-free environment. Work is to be conducted primarily from the EMSWCD facilities, or specific work site locations identified by EMSWCD. Currently work is temporarily conducted remotely due to COVID-19 prevention measures.

The individual who holds or desires the position must be able to perform all tasks and responsibilities in this job description unaided, or with the assistance of a reasonable accommodation. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Attendance at evening meetings may be required.