



## **Administrative Assistant** **Success Profile**

### **Position Summary**

---

The Administrative Assistant supports the development of internal systems, provides administrative assistance to the Executive Director and the Board of Directors. The Administrative Assistant reports directly to the Executive Director and supports daily internal operational activities including the development of internal processes and systems, scheduling, correspondence, and donor tracking and recognition, representing The Crest with a high degree of professionalism.

This is a 0.8 to 1.0 FTE salaried position based on \$23.00/hour.

This position is open immediately. The position will be open until filled with priority given to applications received by February 10, 2023.

To apply please send a resume, cover letter and references to [exec@thecrestatwillowwitt.org](mailto:exec@thecrestatwillowwitt.org)

### **Core accountabilities**

---

#### **Internal operations (60%)**

- Develop and implement internal systems to support The Crest's infrastructure and growth smoothly and efficiently.
- Purchase office, meeting, and school/camp supplies.
- Update office equipment and coordinate equipment repairs.
- Assist with organizing board meetings, material preparation, note transcription and providing support to the Board Chair as needed.

#### **Outcomes**

- ◆ Filing systems (electronic and paper), contact/donor databases and mailing lists, rosters of key partners, board, and staff are established and maintained.
- ◆ Organizational calendar for events, grant opportunities/deadlines, and key activities is established and maintained.
- ◆ Board meeting logistics are seamless. Printing and assembly of materials is sent 1 week prior to meetings. Board records and minutes are accessible and archived.
- ◆ Proficient in Word, PowerPoint, Excel, Zoom, Google Drive, and other technology programs.
- ◆ Materials, equipment, and supplies to support day to day operations of office and camps are in working order and readily available.

## External operations (40%)

- Receives and processes requests and inquiries from the public, responding and/or directing appropriately in a timely manner and with the highest degree of professionalism.
- Provide quality and clarity in all written, electronic, and oral communication.
- Develop and maintain relationships and partnerships with Oregon schools, school districts, and teachers, providing regular communication and information about opportunities for school and summer programs at The Crest.
- Coordinate registration and transportation for school programs and Summer Camp individuals and groups.

## Outcomes

- ◆ The Crest is represented in a friendly, efficient, and professional manner.
- ◆ Oregon schools know of The Crest, its programs, location, and opportunities for engaging students. New partnerships are formed and enrollment increases.
- ◆ School program and Summer Camp enrollment and transportation run smoothly and efficiently.

## Qualifications

---

- High degree of initiative and independent judgment, with the ability to anticipate needs, problem-solve and act independently in alignment with the organization's values and priorities.
- Strong oral and written communications skills, high degree of professionalism and ability to interact with senior leaders and teachers with confidence and diplomacy.
- Proficient with technology, preferably Microsoft Office, Zoom, Google Drive, and Little Green Light donor management software.
- Sound judgment and discretion when handling sensitive or confidential information.
- Flexibility to adjust to changing demands; demonstrated ability to manage multiple projects simultaneously in a fast-paced environment with little direct supervision.
- Highly organized; ability to set priorities and organize time to see projects through to successful completion and ensure that projects are not lost or forgotten as new needs emerge.
- Meticulous attention to detail at all levels of work, with a high degree of accuracy.
- 5 years prior office experience, preferably in a nonprofit setting.
- Must have a valid driver's license and auto insurance.
- This position requires the physical ability to use stairs, operate typical office equipment such as phones, computers, and printers, sit at a desk for extended periods of time, and occasional lifting of up to 50 pounds.

## Personal Characteristics

---

You are driven in your work by the following CREST values:

- C Create Community in Conservation.** A commitment to welcome, include, and support the needs of the entire community, especially those traditionally without access to nature and healthy food in continuing to conserve this ecosystem.

- R Reciprocity and Respect.** Acknowledging and honoring the mutual dependency of people and the healing of land, as well as the reciprocity of healthy human relationships.
- E Equity through Education.** Providing learning opportunities to meet people where they are socially, emotionally, and physically. Fostering the earned connection that lives at the heart of all healthy relationships and is a driving force for equity and justice.
- S Stewardship.** Working as a team, the selflessness and sustainable caretaking of land that embraces innovation and change in the spirit of discovery, using appropriate technology.
- T Trust.** Trusting our path forward in understanding our role in building and providing a learning environment that allows people to engage in a deeply connected way with themselves and with nature. We strive to foster love, compassion, knowledge, and care for all people and nature. We monitor our efforts to remain on this path.