



Columbia Riverkeeper  
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## **Job Announcement: Columbia Riverkeeper, Administrative Assistant**

**Organizational Overview:** Columbia Riverkeeper (Riverkeeper) is a successful nonprofit organization dedicated to protecting and restoring the Columbia River watershed. We have offices in Hood River and Portland, Oregon. Riverkeeper is a leader in high-profile campaigns to protect our region from fossil fuel exports, toxic pollution, the Hanford Nuclear Site, and other threats facing Columbia River communities and salmon habitat.

**Location:** Hood River, OR

**Job Type:** Full-time employee, 40 hours per week.

**Position Description:** This position provides administrative support to our staff, processes donations from members, and manages the office. This position is critical to a strong and healthy organization.

Applicant must be detail-oriented, highly efficient, and able to manage several projects at once. The ideal candidate will enjoy being part of a small non-profit, helping it grow, and achieve its mission. The candidate will be motivated by the task of maintaining an effective operation.

### **The position will:**

- Process donations, enter data, keep accurate bookkeeping, and donor records.
- Communicate with members and the public in person, phone, and email.
- Answer calls, take messages, open and sort mail, and respond to email inquiries.
- Basic bookkeeping including accounts payable and receivable.
- Oversee office operations including maintaining and ordering supplies.
- Manage office computers, equipment, phone system, and other technology.
- Provide tech support to staff: setup new computers, load software, updates on office equipment.
- Provide support for human resource related functions (*i.e.*, processing paperwork for health insurance, and retirement).
- Assist the Executive Director and other staff by arranging travel, scheduling meetings, and other tasks.
- Keep the office tidy and running smoothly.
- Other tasks as required.

### **Required experience and qualifications:**

- Strong organization skills and ability to manage multiple tasks, meet deadlines, and work under pressure.
- Intermediate knowledge of Excel or comparable software.
- Strong working knowledge of Microsoft Word or comparable software (mail merge, creating templates, document formatting).
- Ability to work fluently with Microsoft Office, email, browsers, Apple and Windows operating systems.
- Fast and accurate typing skills.
- Desire to work with diverse populations and promote equity and inclusion.
- Ability to solve problems independently and use creative thinking.
- Value the importance of donor appreciation.
- Passion for clean water and a healthy environment.

**Desired skills**

- Experience working with a large quantity of data and maintaining strong data integrity.
- Speaks Spanish.
- Experience with non-profits.
- Experience with social media and websites.
- Photography, graphic design, writing, or marketing experience a plus.

**Salary & Benefits:** \$32,000 - \$34,000, depending on experience. Benefits include medical and dental insurance (for full-time employees), generous vacation package, 401(k), an encouraging and flexible work environment, training, and career growth opportunities.

**To Apply:** Send an email to [info@columbiariverkeeper.org](mailto:info@columbiariverkeeper.org) with the title "Administrative Assistant job" in the subject line. Please include a single pdf attachment (if possible) that contains a cover letter, resume, and list of three to five references.

**Application Deadline:** November 28, 2017, at 5:00 pm.

**Start date:** Flexible, prefer immediate.