



## POSITION DESCRIPTION

### ADMINISTRATIVE ASSISTANT

**MISSION:** At Tri-State Steelheaders, our mission is to restore sustainable populations of native salmonids by enhancing habitat, providing public education and promoting recreational angling for future generations.

**BACKGROUND:** Tri-State Steelheaders began as a sport fishing club in the mid-1960s and incorporated as a non-profit organization under Washington State law in 1989. In 2000, Tri-State Steelheaders joined Washington's Regional Fisheries Enhancement Group (RFEG) program. Each of the 14 RFEGs in Washington State is working to implement on-the-ground salmon and steelhead enhancement projects and to conduct outreach and education programs in our respective service areas.

**SUPERVISORY CONTROLS:** The Administrative Assistant works under the general supervision of the Executive Director. The position does not include any supervisory duties.

**WORK SCHEDULE:** The position is a part-time, hourly, non-exempt position, starting at 6 hours per week. Schedule is flexible with respect to days and time worked. Events and programs may occur on evenings or weekends. Hours may increase as additional tasks and responsibilities are assigned.

**COMPENSATION:** \$12.00 per hour. No benefits.

**WORK ENVIRONMENT:** Work is primarily performed in an office or other indoor setting during the typical work week. Some events and programming will occur outdoors. Local travel is expected.

#### **MAJOR DUTIES:**

The Administrative Assistant is responsible for the filing and organizing of corporate, business, and fundraising records. Duties fall into the following major areas:

##### **Record Keeping (50%)**

- Filing business records including bills, receipts, banking statements, timesheets
- Prepare outgoing checks and file of issued checks
- Maintain file of board meeting agendas and minutes
- Maintain records of volunteer participation
- Archive files at the end of the year

##### **Membership (20%)**

- Receipt incoming membership payments
- Maintain membership list, including email addresses
- Send thank-yous to members as they subscribe
- Invoice business members annually
- Prepare membership statistic reports for the board
- Assist with mailing of newsletter

**Fundraising (20%)**

- Maintain records of donors to Crab Feed Fundraiser
- Process payment of Crab Feed ticket sales
- Assist with setup and conducting the Crab Feed
- Prepare and send thank-you letters to donors and volunteers
- Assist with other non-Crab Feed fundraising efforts

**Other Duties, As Needed (10%)**

- Pick up mail at our post office box
- Local errands
- Attend staff meetings
- Assist with habitat projects
- Assist with education programs
- Assist with developing outreach materials
- Greeting guests
- General office support

**QUALIFICATIONS:**

- Experience in office administration or administrative role.
- Interest in working in the non-profit sector.
- Proficiency in Microsoft Office programs.
- Strong written and verbal communication skills for a variety of audiences.
- Attention to detail.
- Ability to work independently.
- Ability to work in a small office setting.
- Problem solving skills and attitude.
- A collaborative attitude is essential.

Any of the following skills would be a plus:

- Grant writing experience.
- Knowledge or practice in public relations and marketing.
- Experience in working with educational programs.
- Experience in project management, leading groups, or other supervisory capacity.
- Team leadership skills.
- Spanish language skills.

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