



## **Operations Assistant Recruitment Announcement**

**Status:** Part time, some nights and weekends required (up to 0.5 FTE)

**Closing:** Open until filled

**Salary and Benefits:** \$15-17/hr (PTO and retirement)

**Reports to:** Director of Operations and Development

### **Position Overview:**

The McKenzie Watershed Alliance (MWA) is accepting applications for a part-time Operations Assistant. The MWA is the fiscal sponsor for the McKenzie Watershed Council. Primary duties will include office administration, with potential for focused outreach.

### **Duties/Responsibilities:**

- Maintain office systems such as record-keeping, filing, and archiving
- Assist with mass mailings, including printing, mail merging, and mailing
- Enter information for individuals and organizations in membership database, including contact, involvement, and support information
- Provide meeting support, including setup, coordinating logistics, and recording meeting summary notes
- Provide support for outreach events
- Other duties as assigned

### **Education & Experienced Desired:**

- Some college or an Associate's degree preferred
- Minimum 2-3 years of relevant professional experience

### **Qualifications:**

- Proficient in internet research/navigation and Microsoft Office suite (QuickBooks a plus, but not required)
- Strong attention to detail, accuracy, and dependability
- Excellent written and verbal communication
- Ability to handle confidential or sensitive information appropriately
- Strong interpersonal skills
- Self-directed, with a high level of initiative
- Familiarity and comfort with non-profit atmosphere a plus, including an understanding of the high commitment level, deadlines and budget restrictions, and a "can do" attitude.
- Passion for clean water and fish and wildlife habitat, specifically for the mission, programs, and collaborative, voluntary approach of the McKenzie Watershed Alliance

**To Apply – Email (preferred) or mail the following:**

- Cover letter
- Current Resume
- Three professional references

**Email** – submit the above requirements as a single pdf document to [amanda@mckenziwc.org](mailto:amanda@mckenziwc.org).

**Mail** – McKenzie Watershed Alliance, Attn: Amanda Gilbert, PO Box 70166, Springfield, OR 97475

**Applicants who do not submit a cover letter, resume and references as detailed above will be removed from further consideration. Please do not bring applications to the office, they will not be accepted.**

**Application Process**

First round of interviews are tentatively scheduled for the week of November 13<sup>th</sup>. A follow up interview may be required for final candidates. MWA is an equal opportunity employer.

**Questions:**

Questions about the position, process, or the organization can be sent by email to [amanda@mckenziwc.org](mailto:amanda@mckenziwc.org) or by phone 458-201-8150.