



Accepting Applications for:

Administrative Assistant

Mt. Adams Institute is accepting applications for the position of Administrative Assistant through April 19, 2019. See the attached position description for details.

Interested applicants should submit a cover letter and resume to: Brendan@mtadamsinstitute.org with the heading: Application for Administrative Assistant Position. Questions about the position will be answered in the interview process.

Applicants that are selected for an interview should be available on April 25 or 29 for an in-person interview at our office in Trout Lake, WA.

About Mt. Adams Institute:

Founded in 2011, Mt. Adams Institute (MAI) is a 501(c)3 nonprofit organization with the mission of strengthening the connection between people and the natural world through education, service learning, career development and research.

To meet the mission, MAI operates the following programs:

VetsWork Environment: A yearlong, career development internship program for military veterans interested in public lands / natural resources management. Participants learn job skills and develop professional networks that improve their ability to secure permanent employment.

VetsWork GreenCorps: A 12-week wildland firefighting training program for military veterans ages 19-35. Participants engage in fuels reduction projects while earning firefighting certifications and learning about landscape management.

Cascade Mountain School: Cascade Mountain School (CMS) is a STEM (Science, Technology, Engineering and Math) and outdoor adventure focused program for elementary through high school students and adults/families.

Public Lands Stewards: Public Lands Stewards, young adults ages 21-30, spend 25 weeks over the summer season supporting conservation projects such as wilderness monitoring and visitor education on public lands in Oregon and Washington.

Learn more about MAI: www.mtadamsinstitute.org



Administrative Assistant Position Description

GENERAL RESPONSIBILITIES

Reporting to and in partnership with the Executive Director (ED), the Administrative Assistant will provide functional support to the organization's administrative/ human resources operations: payroll, information technology support and internal/external communications. The position requires an individual who is highly organized and detail-oriented, has excellent communication and interpersonal skills, financial awareness, and is able to juggle many tasks and priorities simultaneously.

ESSENTIAL FUNCTIONS

Human Resources (20% of time)

Employee On-boarding

1. Prepare employee hiring paperwork and employee files.
2. Register employees for benefits: medical, retirement, etc. . .
3. Conduct MAI staff background checks.

Worker's Compensation

1. Prepare worker's compensation coverage for MAI staff and AmeriCorps members.
2. Train staff on worker's compensation coverage and reporting process.
3. Collaborate with staff to report injuries to worker's compensation providers.

Employee Benefits

1. Manage staff and AmeriCorps member medical benefits.
2. Serve as liaison to medical insurance brokers to ensure adequate coverage.
3. Manage staff retirement benefit enrollment and monthly contributions.

Employee Handbook and Organization Policies

1. Understand Employee handbook and organizational policies to serve as information support to staff.
2. Update policies and handbook as needed, at a minimum, annually.

Organizational Insurance

1. Manage organizational insurance coverage, including general liability, auto, property, directors & officers, improper conduct, and any other additional coverages.
2. Prepare annual renewal of coverage.

Finances (40% of time)

Payroll Processing

1. Input new MAI employee and AmeriCorps member data into payroll system at the start of their tenure.
2. Collect and input MAI staff and AmeriCorps member timesheets into external payroll provider (BBSI) system on a monthly basis..
3. File timesheets electronically and in paper format.
4. Review payroll reports for accuracy prior to submitting to Executive Director for approval.
5. Serve as liaison with payroll provider to ensure quality service.
6. Update needed payroll forms for new tax year and individual states as required.

Accounts Receivable

1. Prepare monthly invoices for submission to program partners and service recipients on a monthly basis.
2. Reconcile payments weekly on a revenue log in preparation for monthly submission to bookkeeper.
3. Serve as liaison with external bookkeeper.

Accounts Payable

1. Prepare monthly invoices from vendors and staff expense reimbursements for review by Executive Director prior to submission to external bookkeeper.
2. Submit invoices to bookkeeper.
3. Serve as liaison with vendors for payment tracking.

Meetings

1. Participate in monthly financial meeting with Executive Director and Program Directors.

Risk Management and Safety (10% of time)

1. Participate in risk management and safety committee.
2. Facilitate monthly facility inspections.
3. Lead safety trainings.

Internal and External Communications (10% of time)

1. Collect, process and distribute postal mail daily.
2. Answer main phone line and respond to voice mail.
3. Support communication with board of directors and board committees.
4. Participate in Mt. Adams Institute staff functions including staff meetings, staff retreats, program reviews and board meetings.

Database Management (10% of time)

1. Understand and collaborate on management of database (Salesforce).
2. Input essential program participant information.
3. Support staff as needed to understand and utilize database.

Special Projects (10% of time)

1. Perform special projects related to improved administrative efficiency as needed.

REQUIRED CORE COMPETENCIES AND SKILLS

1. Uses initiative and acts independently in new as well as in everyday situations.
2. Able to work effectively on a team and as a leader without direct authority.
3. Works productively while providing quality work, free of errors or mistakes.
4. Excellent planning and organization skills: detail-oriented; follows through; able to work independently while also taking direction well; able to prioritize and execute activities with limited oversight; able to handle multiple tasks at once; flexible; willingness and able to adapt to changing priorities.
5. Project management skills: able to coordinate, manage, and combine input from different sources to achieve desired results; able to work on multiple projects, meet deadlines, and consistently deliver high quality results.
6. Knowledge of techniques, processes, procedures, equipment and materials required to do the job.
7. Dependable, reliable, trustworthy and persistent.
8. Good technical skills and competent use of computer programs and software.
9. Flexible and uses good judgment when responding to change, staying open to new possibilities.

10. Influence skills: creates respectful working relationships with a range of people; effectively coaches/mentors others to achieve results; overcomes resistance to change.
11. Communication: effective written, oral and presentation skills.
12. Learns: accepts new ideas; recognizes trends and competitive situations; asks right questions and researches best practices to improve results.
13. Research abilities: taps into a wide variety of resources to investigate options.
14. Interpersonal skills: effectiveness in accomplishing tasks by working with others; maintains good working relationships with other employees, participants and supporters; maintains professionalism.
15. Networking ability: reaches out to form key relationships and partnerships; represents organization as appropriate.

WORKING CONDITIONS:

1. Work may be in a variety of settings, including the outdoors or office environments.
2. Work may be performed in a rural, residential setting, and involve activities and driving with exposure to extreme weather and temperatures.

EMPLOYMENT REQUIREMENTS:

1. Successful completion of a criminal record and fingerprint background check.
2. Clean driving record as outlined by Mt. Adams Institute's policy.

QUALIFICATIONS

- Accredited Bachelor's Degree or professional experience in a related field.
- 2+ years' experience preferred in administrative operations, office management, communications, or related field.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Knowledge of database administration, ideally Salesforce.
- Proficient in Windows programs: Word, Excel, PowerPoint; Google Apps.
- Ability to work flexible hours.

COMPENSATION

This is a 1/2 time at-will position with a wage of \$20/hour, Simple IRA retirement plan with employer matching program, medical insurance and Paid Time Off (PTO) accrual of up to 8 hours per month. This position does qualify for reimbursement of position related expenses such as travel, communications and other miscellaneous items as approved by the Mt. Adams Institute Executive Director. This position is partially grant funded and thus is contingent on the availability of this funding.