

## Job Announcement – Administrative Specialist

**Posted:** June 1, 2021

**Applications Due:** June 30, 2021

**Location:** Office located in Cottage Grove, Oregon

**Status:** Permanent, Hourly, Non-exempt position (0.75 FTE)

**Pay:** \$18-20/hr. depending on experience

**Benefits:** PTO, Health Insurance, Simple IRA, Short-term disability, Life Insurance, and flexible schedule



Coast Fork Willamette  
Watershed Council

28 South Sixth Street, Suite A,  
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541-767-9717

[www.coastfork.org](http://www.coastfork.org)

### Organizational Background:

The Coast Fork Willamette Watershed Council (CFWWC) is a nonprofit 501c3 organization located in Cottage Grove, serving those in the Coast Fork Willamette watershed primarily located in southern Lane County. The CFWWC acknowledges the lands on which we work and live are the homelands of the Confederated Tribes of the Grant Ronde, Yoncalla, Cow Creek Umpqua, Siuslaw, and Kalapuya people. Indigenous people have stewarded this land long before colonization, and CFWWC supports on-going indigenous stewardship of these lands and commit to continuing to listen, learn, include, and grow. Our mission is to *enhance the Coast Fork Willamette Watershed through restoration, monitoring, education, and stewardship*. We accomplish this through dedicated staff, board of directors, volunteers, partners, and funders. We work with a long list of partners that include fellow nonprofit organizations, federal, state, and local agencies, private industry, and private landowners.

### Watershed Background:

The Coast Fork Willamette River is the southernmost, low-elevation watershed in the Willamette Valley. Mt. Pisgah and Spencer's Butte define the drainage basin in the north, the Coast Range in the west, the low-elevation Cascades to the east, and the 'Calapooia Divide' to the south separates the Willamette and Umpqua Rivers. Primarily located in Lane County, our 667 square mile watershed is 6% of the entire 11,400 square mile Willamette River watershed. The contrasting geology and stream flows of the volcanically derived soils of the Cascade Mountains to the East and the seafloor soils of the Coast Range to the West add another layer of dynamism to this rich landscape.

### Diversity, Equity, and Inclusion

The CFWWC recognizes the reality of modern-day systemic racism that has maintained disparities which limit opportunities for groups of people based on race, culture, and other characteristics. We recognize that our current programs, partnerships, and funding priorities are constructs of the society in which they were developed and reflect elements of power and privilege. With this understanding, we believe that an organizational commitment to diversity, equity, and inclusion (DEI) is essential to the success of our organization and the development of a more resilient watershed and community. Organizational success toward this goal is rooted in the theory of change that begins with personal understanding and commitment.

### Position Description

The Administrative Specialist will provide support to CFWWC staff to increase the efficiency of the organization. The ideal candidate has solid communication skills, is a strong writer, and will be able to assist staff in all aspects of office operations, outreach, and communications. Work is expected to begin in July 2021 depending on applicants needs.

### Duties and Responsibilities:

This new position is essential for being able to create a better Coast Fork for and with the people who live, work, and recreate in the watershed. This position has great flexibility and potential growth opportunities that could lead to increase responsibilities, roles, and salary. This position will work mostly in an office setting, but some work in the field or off-site is expected. COVID-19 precautions are strictly followed by our organization, both indoors and outdoors.

Duties may include but are not limited to:

- Prepare materials for meetings and take meeting minutes.
- Track attendance for board and committee meetings.

- Prepare press releases and social media communications.
- Maintain and update website regularly.
- Answering phone calls and responding to general correspondence.
- Track volunteer hours, mileage, and participation in relation to specific grants.
- Create outreach materials, including email newsletters, web, social media, and printed content.
- Assist in grant research and grant writing.
- Help organize fundraising events and expand community outreach efforts.
- Attend occasional evening and weekend activities in various locations.

**Key Attributes of a Successful Candidate:**

- Exhibits a personal and professional commitment to diversity, equity, and inclusion.
- Values building and maintaining authentic relationships with community members and partners.
- Excellent organization and communication skills, including listening.
- Familiarity with the watershed and/or an enthusiasm for learning local natural and cultural history, values science, and Indigenous knowledge.
- A willingness and desire to learn new skills.
- Self-motivated individual who is adept at multitasking and working with deadlines.
- Commitment to working with the community to improve the quality of local watersheds.
- Strong proficiency with Microsoft Office required, particularly Word, Excel, and PowerPoint.
- Leadership ability and a commitment to promoting and enhancing diversity required.
- Valid Oregon driver’s license (or ability to obtain), reliable personal transportation with proof of car insurance. Work-related mileage will be reimbursed at the current State of Oregon rate.
- Document design and web design experience
- Excellent writing, editing, and communication skills, including experience in public speaking.
- Comfortable working outdoors, in an office, and in partner/community meeting environments
- Ability to work a flexible schedule, some evening/weekend work required.

**To apply**

- Please submit a cover letter, resume, and application information sheet as a single PDF file via email to [coordinator@coastfork.org](mailto:coordinator@coastfork.org).
- In your cover letter, please describe lived, professional, or educational experience as well as your experience advancing diversity, equity, and inclusion in those circumstances. Please limit the cover letter to two pages.
- Resume should include relevant education, degree(s), training, work, and lived experience. Please include the duration of previous relevant work experience and define your role. Please limit the resume to two pages.
- The total application package should not exceed five pages including applicant information sheet.
- All emails - both application submittals and questions regarding the position should have: “Administrative Specialist Position- applicant last name” in the subject line.
- Incomplete or late applications will not be considered for the position.

*The Coast Fork Willamette Watershed Council is an equal opportunity employer, providing services to the public without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientations, and marital or family status. Applications from diverse backgrounds are strongly encouraged to apply.*

**Questions regarding the position or application process may be submitted to the CFWWC Executive Director, Amanda Gilbert, via email – [coordinator@coastfork.org](mailto:coordinator@coastfork.org)**