



Institute for Applied Ecology

Dedicated to native ecosystem conservation, research, and education

563 SW Jefferson Ave., Corvallis OR 97333 phone: 541-753-3099

Administrative Assistant Job Announcement

Job Title: Administrative Assistant
Office Location: Corvallis, OR
Status: Regular, full-time
Compensation: \$18/hr, plus benefits

Application closes March 23, 2022

The Institute for Applied Ecology (www.appliedeco.org) is hiring a full-time administrative assistant to assist in a variety of tasks to support the day-to-day operations of our Corvallis, Oregon office. The ideal start date is early-mid April 2022.

The Institute for Applied Ecology (IAE) is a dynamic nonprofit organization founded in 1999 whose mission is to conserve native species and habitats through restoration, research and education. We fill a unique niche among nonprofits and work with a diverse group of partners including federal, state and county agencies and municipalities to accomplish our mission. We maintain an open and convivial office environment with approximately 24 regular staff in our main office in Corvallis, OR and field office in Santa Fe, NM. We are committed to diversity and equity in our workplace and the communities we serve.

Studies have shown that Black, Indigenous and People of Color (BIPOC), women and other marginalized groups are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

IAE supports diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.

Job Responsibilities and Duties

A) Office support (30%)

- Provide administrative support to ensure efficient operation of the office
- First person to greet in person or over the phone visitors
- Schedule and coordinate staff and other meetings, take notes
- Manage paper or electronic filing systems, recording information, updating or maintaining documents

- Manage mail
- Cross train with other business office staff to gain an understanding of processes and procedures and provide occasional back up

B) Human Resources support (25%)

- Support the hiring process by posting announcements, organizing applications and handling routine correspondence
- Assist with hiring and onboarding documents
- Provide support to staff with questions
- Manage first aid trainings
- Process criminal background & DMVR checks

C) Fleet/Facilities (25%)

- Manage purchasing/selling fleet
- Track and facilitate maintenance
- Oversee fleet mileage tracking
- Maintain first aid kits, logs, info in vehicles
- Manage landscape and custodial contractors
- Order office supplies
- Tracking/issuing and collecting keys

D) IT support (15%)

- G-suite management: set up and shut down new accounts and emails
- G-suite administrator: trouble shoot problems
- Order hardware and software
- Manage accounts and license agreements.
- Computer/tablet inventory management
- First tier review of IT issues before involving IT service

E) Other (5%)

- Attend training and workshops for professional development as needed

Qualifications

- Associate's degree in relevant field or one or more years of on-the-job work experience in an administrative capacity preferred. Familiarity with non-profits is desirable
- Fluency with technology and demonstrated proficiency with Microsoft Office applications and Google Suite
- Strong organizational skills and attention to detail. Experience managing and coordinating several projects simultaneously
- Excellent written and oral communication skills
- Positive attitude and ability to work with a diverse staff while respecting confidential information
- Current U.S. driver's license

VACCINE REQUIREMENT: IAE has a mandatory Covid-19 vaccination policy. All employees are required to submit proof of vaccination. Employees may request exceptions and reasonable accommodations for medical reasons or sincerely held religious beliefs. Any offer of employment will be contingent on complying with this policy.

How to Apply:

To apply for this position, submit:

1. Letter of interest – In your letter of interest, describe your experience with the responsibilities above and how you meet the qualifications. State when you would be available to start work (this is a MUST), and state that we may contact references and past employers.
2. Resume
3. Names and contact information of two references.

Applications must be received by Wednesday, **March 23, 2022**. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Non-U.S. residents must also include a copy of their work visa. Applications will be considered upon receipt.

Email application materials to:
Jennifer Butler, Deputy Director
jenniferbutler@appliedeco.org

Questions? Contact Jennifer Butler, Deputy Director, jenniferbutler@appliedeco.org