



Institute for Applied Ecology

Dedicated to native ecosystem conservation, research, and education
4950 SW Hout Street, Corvallis OR 97333

Administrative Assistant 2

The Institute for Applied Ecology is hiring a full-time Administrative Assistant!

Projected start date: March 11, 2024

Location/Hours: Corvallis, OR, hybrid, minimum of 3 days/week on site. Typical schedule is 8:30am-5pm, M-F.

Compensation: \$23.50/hr. plus generous benefits package that includes health insurance, retirement match, life, AD&D and LTD insurance.

Deadline to apply: 8AM, February 12, 2024, applications reviewed upon receipt.

About IAE

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 maintain an open and convivial office environment with approximately 40 regular staff in our main office in Corvallis, OR and field office in Santa Fe, NM, plus approximately 50 seasonal staff across many Western states. We are committed to diversity and equity in our workplace and the communities we serve. Please see our [mission and diversity statements](#).

Administrative Assistant:

Through a respectful, constructive, and energetic style, guided by the mission and values of the IAE, the Administrative Assistant 2 supports the organization through administration, operations and human resources duties.

Responsibilities:

- **35% = Human Resources Support:**
 - Support the hiring process by posting announcements, organizing applications and handling routine correspondence
 - Assist with hiring and onboarding documents
 - Support human resources functions such as onboarding, benefits renewal, managing employee documents, processing background checks and tracking training
- **30% = Office & Administrative Support:**
 - Provide administrative support to ensure efficient operation of the office
 - Support grants administration: assist with document submission & data entry
 - Manage mail, bank deposits, merchandise orders
- **15% = Fleet/Facilities:**
 - Manage facilities and service contractors
 - Order and receive office supplies
 - Manage fleet maintenance and records
- **15% = IT Support:**
 - Organizational G-suite management
 - G-suite administrator: troubleshoot problems

- Order hardware and software
 - Manage accounts and license agreements
 - Computer/tablet inventory management
 - First tier review of IT issues before involving IT service
- **5% = Other duties as assigned, which may include the following:**
 - Attend training and workshops for professional development

Essential Skills and Experience:

- Three (3) years of successful general office or administrative support work experience or equivalent combination of work and education.
- Fluency with technology and demonstrated proficiency with Microsoft Office applications and Google Suite.
- Mastery of office equipment and technology.
- Strong organizational skills and attention to detail. Experience managing and coordinating several projects simultaneously.
- Excellent oral and written communication skills.
- A commitment to equity, inclusion, diversity and belonging; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, and socio-economic circumstance.
- Experience working with high performance teams as a collaborative team member.
- Must possess effective problem solving/analysis skills.
- Must be a skilled multi-tasker.
- Valid driver's license and good driving record.
- Ability to respect confidential information.

Beneficial Skills and Experience:

- Same or similar industry/non-profit experience.
- Background in supporting human resources, grants administration or facilities/fleet management.

Physical Challenges:

- Must be able to lift and/or move items weighing up to 20 pounds.
- Must be able operate a vehicle, on an as needed basis.
- Must be able to complete tasks in a sometimes-noisy environment with frequent interruptions.
- Ability to remain in a stationary position, often sitting or standing for prolonged periods.
- Additional challenges may arise, at with time IAE may revise this job description.

How to Apply

Please email the following PDF documents to humanresources@appliedeco.org by **8 am, Monday, February 12, 2024**.

- Cover letter.
- Resume identifying relevant experience.
- Contact information for three references. References will be contacted upon completion of the interview.

If you have any questions or concerns, direct them to humanresources@appliedeco.org and we will get back to you as quickly as possible.

IAE values 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.