



*It's Your Oregon*

## **JOB ANNOUNCEMENT**

Title: Executive Assistant  
Status: Regular, non-exempt position  
Reports to: Executive Director  
Hours: Full Time  
Starting Salary: Commensurate with experience

### **BACKGROUND & SCOPE OF RESPONSIBILITY**

The Oregon Environmental Council (OEC) is seeking an executive assistant to work directly with the executive director and the director of programs to provide research, writing, board liaison and event coordination support. This position provides support to OEC's different program areas: global warming; kid's health and toxics; cleaning up Oregon's rivers; healthy food and farms; and sustainable economy program.

We are looking for someone who takes initiative, is highly organized and efficient, and who enjoys working with diverse people and organizations to get things done. This is a highly responsible position in a fast-paced, mission-driven environment and requires an ability to juggle multiple projects and meet deadlines. OEC features a collaborative, team-oriented workplace that treats employees as the responsible professionals they are. You will learn a lot, laugh a lot, and feel great about making Oregon a better place.

OEC safeguards what Oregonians love about Oregon – clean air and water, an unpolluted landscape and healthy food produced by local farmers. Since 1968, we've been a champion for solutions to protect the health of every Oregonian and the health of the place we call home. We work to create innovative change on three levels: we help individuals live green, we help businesses – including agriculture and health care – thrive with sustainable practices, and we help elected officials create practical policy. Our vision for Oregon includes solving global warming, protecting kids from toxins, cleaning up our rivers, building sustainable economies, and ensuring healthy food and local farms. We offer a variety of resources and events to help people make changes at home, at work and across the state. See [oeconline.org](http://oeconline.org) for more information.

### **DESCRIPTION OF DUTIES**

Primary responsibilities include:

- Organize executive director's schedule; set up appointments and trips.
- Liaison with the board, organize board meetings, and facilitate communication between staff and board.
- Write speeches, prepare presentations and set up speaking opportunities.

- Proofreader for organizational publications and web content.
- Policy research and outreach, as needed.
- Support to programs, including event organizing, writing and research.
- Administrative support, including some database input.
- Project leader for special projects.

## **QUALIFICATIONS**

### **Required:**

- At least two years of administrative experience. Environmental policy and/or campaign experience a real advantage.
- Must have excellent writing and research skills. Candidates should be skilled in all Microsoft Office applications, including Word, Outlook, Powerpoint and Excel.
- Strong verbal communication skills.
- Superior organizational skills; able to juggle multiple projects at once with keen attention to detail and ability to meet deadlines.
- Flexibility and ability to thrive in a high-energy work environment.
- Enthusiasm for environmental protection.

### **Desirable:**

- Proofreading, editing and document design experience.
- Speechwriting experience is a plus.
- Information technology skills and facility with computer hardware and networks.
- Experience in event planning.
- Experience working in a non-profit advocacy setting.
- Bachelor's degree or equivalent.

## **COMPENSATION**

The salary for this non-exempt position is commensurate with experience and skills. Benefits include health insurance beginning the first day of the first month following the start date, paid vacation (after three months), a pretax cafeteria plan, and employer contributions to a retirement fund equal to 6% of salary after six months.

## **TO APPLY**

No calls, please. Send cover letter, resume and a brief writing sample (no more than 4 pages) via email to [cherylb@oeconline.org](mailto:cherylb@oeconline.org). The position will be open until filled, but we encourage applicants to apply by close of business January 21, 2007, with the subject line "Executive Assistant Application." All applicants will be notified once a hiring decision has been made.

**Equal Employment Opportunity Employer**