



Part Time Administrative Assistant – Cascade Forest Conservancy

Term: Part-time

Hours: 16 - 20 hours a week, occasional weekend/evening meetings and events.

Compensation: \$15 - \$17/hr (depending on experience)

Location: Portland, OR – 4506 SE Belmont St. #230A, Portland, OR 97215

Job Summary: The Cascade Forest Conservancy (CFC), a nonprofit organization, strives to protect and sustain forests, streams, wildlife, and communities in the heart of the Cascades through conservation, education, and advocacy. We are in search of an Administrative Assistant who is passionate about our mission and will assist the organization and office to run smoothly by addressing ongoing administrative activities. These include, but aren't limited to, clerical work, database inputs and reporting, accounts payable and general office IT and troubleshooting needs. The Assistant will be reporting directly to the Executive Director but work with all CFC staff as necessary.

Duties / Responsibilities:

- Distribute mail;
- Maintain merchandise inventory, purchase, and organize all office supplies; recommendations on office needs;
- Keep outreach materials stocked and organized;
- Answer phones & check voicemail;
- Assist in the planning, implementation, and follow up regarding events;
- Manage email service lists and create systems to keep information current with Salesforce;
- Assist with database entries (Salesforce, training available), donor tracking and, and quality control;
- Execute reports from the Salesforce database and compile data as necessary;
- Assist with lapsed donor (one-time and monthly) mailings – compile report, mail merge, send and track response;
- Enter monthly revenue and expenses into QuickBooks;
- Processes Accounts Payable/Receivable in coordination with CFC Accountant;
- Facilitates timesheets, in coordination with CFC Accountant;
- Scan and email checks, deposits, credit card information and statements to CFC Accountant at month end.
- Assists with putting together month-end and year-end packages, in coordination with CFC Accountant;
- Compile, process and makes deposits;
- Troubleshoot office IT issues to recommend next steps;
- Communicate with vendors, as needed; and
- Respond to general office emails and webform inboxes and directs inquiries to the appropriate staff.

Job Requirement / Qualifications:

- Bachelor's Degree;
- 1-2 years' experience in administration, preferably in a non-profit setting;
- Experience administering Salesforce or a similar database for a nonprofit organization;



- IT experience setting up and troubleshooting office technology, including phones, computers, iPads, printers, networking, and backup systems; and
- Familiarity with and passion for CFC's mission.

Preferred Experience / Skill Sets:

- Strong organizational skills and impeccable attention to detail;
- Self-starter;
- Outgoing and positive personality;
- Professional communication skills, excellent phone skills;
- Ability to work both independently as well as in team-oriented work groups;
- Experience with Salesforce, or another comparable database; and
- Basic IT knowledge.

The Cascade Forest Conservancy is an Equal Opportunity Employer

CFC is committed to supporting a diverse workplace. We recognize that each employee brings their own unique characteristics, capabilities, and experiences to their work. We value such diversity at all levels in the organization, and we encourage applicants from all cultures, races, colors, gender identities, sexual orientations, ages, and religions, as well as veterans and those experiencing disabilities.

Application deadline: Please submit a cover letter and resume to admin@cascadeforest.org by August 16th, 2019