



Executive Assistant to the Board - Job Description

To Apply: Please send a resume and cover letter to: jobs@rrnw.org

About River Restoration Northwest (RRNW):

River Restoration Northwest is a nonprofit scientific and educational organization. Our mission is to advance the science and standards of river restoration practice through an interdisciplinary approach. We seek to advance the science and standards of practice of river restoration through educational programs that emphasize an interdisciplinary approach to promote responsible practices, discuss and exchange ideas, assess projects, reflect on lessons learned, and provide technology transfer.

Why work with us?

- We are a group of energetic and committed individuals, who are passionate about all things river restoration.
- We promote responsible practices in the design of river restoration projects.
- Our work enhances discussion and exchange of ideas between river restoration professionals with different disciplinary backgrounds including: aquatic and fisheries biology, geomorphology, landscape architecture, hydrologic and hydraulic engineering, wetland science, soil science, and social sciences.
- We provide a forum for project assessment and reflections on lessons learned.
- Our efforts create opportunities for professional development and technical information exchange.
- This position offers flexible part-time work for a mission-driven organization.

Position Summary:

River Restoration Northwest is currently seeking a flexible and highly organized individual to fill a newly created remote part-time position. This position is non-exempt and paid on an hourly basis. Reporting will be done either directly to the Board President or Board Operations Director. This role will primarily involve managing communications, supporting internal operations, and coordinating events such as short courses and our annual river restoration symposium, which

attracts over 500 attendees. While the ideal candidate will possess exceptional communication and organizational skills, we encourage all interested individuals to apply, even if they do not meet all the specified requirements. Given that this is a new position, we have some flexibility and are willing to consider candidates with varying experience and expertise.

Position Location:

This position is fully remote. RRNW does not have an office location. The ideal candidate would be located in Oregon. Most of our in-person events are in the Portland and Seattle areas with our main symposium held in Skamania, WA. Our volunteer board is currently composed mostly of members from Oregon and Washington, with others joining from Idaho, Montana, Utah and Colorado.

Responsibilities:

Internal Operations Support

- Coordinate monthly Board of Directors agendas and meeting materials in coordination with the Board President
- Conduct research efforts as needed for additional contractors, including a bookkeeper and IT
- Manage annual RRNW Board coordination calendar and deadlines for contracts
- Coordinate lodging and corresponding logistics and for Spring and Fall Board Retreats (typically in April and November)

Communication Management

- Manage the RRNW list serve (~5,000 members) for external communications
- Draft, format, and send email communications (typically monthly newsletter)
- Create/coordinate content for monthly newsletter including member of the month and project of the month
- Manage posts for RRNW's social media content
- Work with our webmaster (external contractor) for content updates
- As time permits, explore new opportunities for community engagement, such as creating a job board for members

Event Management: Annual River Restoration Symposium Support

- Attend the annual RRNW Symposium (2nd week of February, Sunday afternoon - Thursday afternoon at Skamania Lodge in Washington). Lodging, meals and travel covered
- Coordinate lodging, meals and special requests for short course instructors and invited speakers
- Provide registration support as needed to contracted vendor
- Create layout for sponsor tables and support set up
- Create layout for accepted poster presenters

Short Course Coordination

- Assist Short Courses board member with specific course logistics, instructor coordination as needed, and coordination with collaborative organizations including Portland State University.

(As extra time allows) Revitalization of Non-Symposium RRNW Events

- New volunteer activities for RRNW members
- Speaker series logistics
- Film event series logistics

Minimum Qualifications:

- Previous experience in event planning or management.
- Strong organizational skills and attention to detail.
- Strong written skills with the ability to effectively convey ideas, information, and messages in a clear and concise manner.
- Excellent communication and interpersonal skills.
- Proficiency in relevant software applications, such as Google Suite or event management software.
- Ability to multitask and prioritize tasks effectively.
- Flexibility and adaptability to changing schedules and requirements.
- Knowledge of event logistics, including venue selection, vendor coordination, and budget management.
- Ability to work independently and as part of a team.
- Willingness to work occasional evenings or weekends, during events.
- Willingness to travel to events for work.

Preferred Qualifications:

- Previous experience specifically in coordinating events and managing communications.
- Certification or training in related fields.
- Familiarity with event management software.
- Experience with social media management for event promotion.
- Knowledge of audiovisual equipment and technical requirements for events.
- Ability to negotiate contracts with vendors and suppliers.
- Experience in managing event budgets and financial reporting.

Compensation:

This position is hourly, non-exempt, and eligible for overtime. The hourly compensation range begins at \$35+ per hour depending on experience and qualifications. The position is anticipated to require 20 hours per week, on average. An additional monthly benefits stipend of \$1000 per month will be provided. The benefits stipend is intended to cover expenses related to health insurance, retirement contributions, and other employee benefits. The employee will be eligible for sick leave. Travel time to and from events will be compensated at the hourly rate and

expense reimbursements for mileage and meals provided.

Start Date:

The ideal candidate would be able to start this fall. However, the position's start date is flexible and will be negotiated with the selected candidate based on their availability.

Hours:

20 hours per week. Flexibility as to when those hours could be worked. Attendance would be expected at virtual monthly board meetings (2nd Tuesdays, 4-5 pm PST) and the annual symposium usually held beginning of February.

Closing Date:

August 16th, 2024

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RRNW is an equal opportunity employer and candidates who identify with groups that are frequently underrepresented are highly encouraged to apply. All candidates will be considered for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or protected veteran or disabled status or any other category protected under law. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.