

Cascadia Wildlands Project
Executive Assistant Job Description
January 7, 2008

The Cascadia Wildlands Project works to protect ancient forests and endangered wildlife on public lands of the Pacific Northwest. Founded in 1997, the organization is a noted leader in the regional conservation movement and has protected thousands of acres of wild forests.

Role and Responsibilities

The Executive Assistant is primarily responsible for maintaining financial records and databases, managing payments, creating financial reports and assisting with mailings and fundraising events. The Executive Assistant works under supervision of the Executive Director while working with all staff and Board of Directors to create an effective, positive and efficient organizational environment. Specific duties include:

- Record income and make bank deposits.
- Pay bills on time and maintain organized expense files.
- Monitor monthly bank statements to ensure consistency with organizational records.
- Pay staff payroll and employer taxes every month.
- File quarterly tax reports.
- Create quarterly financial statements for the Executive Director.
- Coordinate annual financial reporting requirements, including 990, CT-12, and an annual organizational report.
- Enter membership information into a database.
- Provide receipts to donors and event sponsors.
- Order merchandise and office supplies as needed.
- Solicit in-kind donations of materials and services from area businesses.
- Assist with fundraising event planning and coordination.
- Assist with membership mailings.

Qualifications

The Executive Assistant must have excellent organizational and time management skills. Specific qualifications include:

- Experience working with spreadsheet and database software.
- Experience using accounting software and keeping detailed and accurate financial books.
- Experience generating and interpreting a variety of financial statements.
- Experience managing volunteers.
- Excellent written and verbal communication skills.
- Familiarity with computers and Internet.
- Willingness and ability to travel for trainings and meetings.
- Willingness to solicit donations and sponsorships.
- Professional etiquette.

Passion for protecting wild places, free flowing rivers and creatures that depend on them.

Compensation

The Executive Assistant position is 0.5 FTE, or 20 hours per week. Salary is \$12,500 per year. Health and other benefits are available after a probationary period. Hours are flexible.

To Apply

Send a resume and cover letter (email text is fine) describing your background and interest in the position to jlininger@cascwild.org. Closing date for applications is Friday, January 25, 2008.

The Cascadia Wildlands Project is committed to cultivating a diverse, empowered, and respectful community in the workplace and beyond. We do not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, parental status, marital status, veteran status, ancestry, or national or ethnic origin.