**Execution/Financial Assistant**

**ANNOUNCEMENT NUMBER:** NPSWCD-19-EA

**WORK SCHEDULE:** 20-40 hours per week, temporary.

**POSITION:** Executive Assistant

**SALARY RANGE:** $10 to $15 per hour, DOE; no benefits, employment is at-will

**OPENING DATE:** May 16, 2019

**CLOSING DATE:** June 4, 2019 or until filled. Initial screening starting June 4, 2019

**THIS POSITION HAS PROMOTION POTENTIAL TO:** None

**THE DUTY LOCATION AND ORGANIZATION:** Culdesac, Idaho
Relocation expenses are not authorized.

**To Apply**

Please submit a cover letter, resume and application form to: npswcd@co.nezperce.id.us. Only individuals whose applications are being considered will be contacted. No phone calls or office drop-ins please.

Please read the entire position announcement and follow all application instructions.

**Description**

The Nez Perce Soil and Water Conservation District (District) is based in Culdesac, Idaho with work locations throughout Nez Perce County and surrounding areas. The executive assistant position is a temporary position without benefits. Work hours (start times, hours per day, day per week worked) will vary from week to week and are based on work load. This means that no set schedule is determined; employee is irregularly scheduled to work as determined by the office manager.

The executive assistant provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing...
correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

Pre-employment skills testing and evaluation may be required.

**Tasks**
- Manage and maintain executives' schedules
- Prepare reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Open, sort, and distribute incoming correspondence, including faxes and email
- File and retrieve corporate documents, records, and reports
- Greet visitors and determine whether they should be given access to specific individuals
- Prepare responses to correspondence containing routine inquiries
- Be responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as consultants, to coordinate a variety of complex executive meetings
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently
- Communicate and handle incoming and outgoing electronic communications on behalf of the Partners
- Assist Partners with preparation of presentation materials
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Arrange travel schedule and reservations for executive management as needed
- Work closely with the Partners to coordinate and launch hard copy or email campaigns to consultants, clients and potential clients

**Knowledge**
- **Clerical:** Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- **English Language:** Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- **Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a small office of diverse people and programs.

The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and
confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important.

**Minimum Qualifications:**

The following minimum qualifications are required for both teams unless otherwise indicated:

- Ability to communicate one-on-one and in a group setting. Strong communication skills are required to develop rapport with landowners and team members. Ability to perform in a strong team environment is required.
- U.S. Drivers license and an insurable driving record.
- Reliable transportation as personal vehicle use to complete job tasks may be required.
- Ability to take notes in a neat, legible manner.
- Ability to meet deadlines and attend work as scheduled.
- Ability to carry out office tasks such as copying, filing, computer work, climb stairs.
- Ability to communicate, both written and oral.
- Ability to follow instructions and procedures.
- Excellent calendar management skills, including the coordination of complex executive meetings.
- Experience assisting management with the creation of PowerPoint presentations
- Strong knowledge of MS office, including Word, Excel, Powerpoint.
- Experience scheduling staff.
- Excellent math skills are required.
- Ability to report to management and be discreet in communications.
- Ability to work with District Manager.

**Preferred Qualifications:**

- 1-2 years experience supporting at the executive level.
- Support experience in professional services, sales or marketing environment
- Associates or Bachelors degree
- Experience in working in a team environment.
- Experience working with the public.
- Background in agriculture.