

Northwest Communications Union District

Job Description: Administrative Assistant

SUMMARY

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the NWCUD. Supports Executive Director and managers through a variety of tasks related to organization and communication. Administrative Assistants are responsible for confidential and time-sensitive material. Ability to effectively communicate via phone and email, ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and promptly. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals, and a wide degree of creativity and latitude is expected—reports to Executive Director.

PRIMARY RESPONSIBILITIES

- Organize and schedule appointments and meetings
- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Record and distribute minutes or other records for meetings
- Maintain digital filing system
- Order office supplies
- Submit and reconcile expense reports
- Provide polite and professional communication
- Conduct data entry
- Posting to social media and community forums
- Perform other related duties as assigned.

EXPERIENCE REQUIRED

- Three years of clerical, secretarial, or office experience
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Proficient in Microsoft Office Suite or related software
- Excellent organizational skills and attention to detail
- Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Ability to work independently

EXPERIENCE DESIRED

- Nonprofit or government experience
- Social media
- Bookkeeping

EMPLOYMENT

Working conditions are an office environment. Some statewide travel may be required as well as occasional industry events. The position will consist of part-time remote work in the short term, but office presence may be expected later. Necessary equipment will be provided.

This is a part-time hourly position reporting to the NWCUD Executive Director. Compensation will be competitive and appropriate to qualifications.

NWCUD is an Equal Opportunity Employer.