



## OREGON CHAPTER SIERRA CLUB

1821 SE ANKENY ST • PORTLAND, OR 97214

PHONE (503) 238-0442 • FAX (503) 238-6281

OREGON.CHAPTER@SIERRACLUB.ORG

WWW.OREGON.SIERRACLUB.ORG

**SIERRA  
CLUB**  
FOUNDED 1892

### **POSITION ANNOUNCEMENT:**

**POSITION TITLE: ADMINISTRATIVE ASSISTANT**  
**STATUS: 0.6 FULL-TIME EQUIVALENT (3 days/week)**  
**LOCATION: PORTLAND, OREGON**  
**APPLICATION DEADLINE: RESUME REVIEW WILL BEGIN on AUGUST 5, 2013.**  
**POSITION WILL REMAIN OPEN UNTIL FILLED.**

#### Position Summary

Based in Portland, Oregon, the administrative assistant will report to the Oregon Chapter Director and work closely with other Sierra Club staff and volunteer leaders. The Administrative Assistant performs various administrative duties to support the day to day operations of the Oregon Chapter including general office duties, database entry and donation tracking, assisting with development activities, coordinating chapter activities and meetings, interacting with volunteers, and responding to routine inquiries from members, volunteers, and the general public.

#### To Apply

Please email a cover letter, resume, salary expectations, and three references to [brian.pasko@sierraclub.org](mailto:brian.pasko@sierraclub.org). Please send documents as a Microsoft Word or pdf file and use "Administrative Assistant Application" as the subject for your email. Sending us a single file (vs. multiple files) that we can forward to our interview committee is helpful and appreciated, but not mandatory. This position will remain open until filled and we will begin reviewing resumes on August 5, 2013. No calls, please.

#### About the Sierra Club

Named "the most influential environmental organization" in an Aspen Institute poll, the Sierra Club gives the public the information and the means to make their voices heard. As the world's oldest and largest grassroots environmental organization, the Club's 750,000 members in 65 chapters and over 400 local groups nationwide possess the unique ability to empower people and influence public policy through community activism, public education, outreach and litigation.

The Sierra Club's Oregon Chapter represents the organization's 22,000 members and supporters in Oregon and has worked to protect Oregon's environment and natural resources since 1978. Today, the priority conservation efforts of the Oregon Chapter include protecting Oregon's wild forests, protecting Oregon's high desert, stopping liquefied natural gas pipelines and terminals, and promoting clean energy solutions. (More information at <http://www.oregon.sierraclub.org>).

Additionally, the Sierra Club maintains a professional presence at the state capitol and is active in efforts to influence legislative and administrative decisions that impact Oregon's environment. The Oregon Chapter also conducts a wide array of activities that engage members and the general public in efforts to explore, enjoy and protect our shared environment; including outdoor hikes, service activities, community forums, and research efforts.

## Job Description

**Title:** Administrative Assistant

**Reports To:** Oregon Chapter Director

**Context:** The Administrative Assistant performs various administrative duties to support the day to day operations of a chapter office and the Executive Committee.

**Scope:** The Administrative Assistant performs administrative and general office duties, coordinates chapter activities and meetings, interacts with volunteers, and responds to routine inquires from members, volunteers, and the general public.

### **Job Activities:**

1. Provides clerical and administrative support to Chapter Director and volunteer leaders.
2. Handles bookkeeping duties including the processing of payables and receivables. Maintains records of expenses and income.
3. Maintains files and databases including the mailing lists, activist lists, membership, volunteers and contributors.
4. Responds to routine inquires concerning membership and outings events from the general public, members, and volunteers. Routes other calls as appropriate.
5. Coordinates chapter meetings, preparation of agenda and takes minutes as needed. Maintains Chapter calendar.
6. Maintains office supplies, equipment and computer systems. Contacts vendors for repairs and maintenance.
7. Assists in the recruitment and organizing of volunteers. Refers interested members to appropriate committees and volunteer leaders.
8. Reviews and routes incoming mail. Responds to inquires as appropriate by sending membership information, environmental issues, chapter schedules and events.
9. May conduct routine research on specific issues. May assist in publishing newsletter.
10. Performs miscellaneous duties as directed.

### **Knowledge & Skills:**

- Proficiency with computer programs including word processors, spreadsheets, and database.
- Excellent written and oral communication skills
- Ability to interact effectively with volunteers, members, staff and the general public.