

Title: Executive Administrative Assistant, 20 hours per week



The Pacific Coast Shellfish Growers Association (PCSGA) is a non-profit (501c6) organization that supports producers of mussels, clams, oysters, and geoduck in the states of Alaska, Washington, Oregon, California and Hawaii. The Association, based out of Olympia, Washington, is governed by an executive board and is staffed by four employees. PCSGA advocates on behalf of a healthy marine environment, builds relationships with state and federal agencies, and supports industry research. The function of the Executive Administrative Assistant is to support the daily administrative functions of the Pacific Coast Shellfish Growers Association and its members.

Duties and Responsibilities

- Perform general administrative functions including but not limited to:
 - Correspond regularly with members and public;
 - Format, proofread and edit documents;
 - Take minutes at monthly board meetings and prepare for distribution;
 - Schedule, plan, and prepare meetings;
 - Manage membership database;
 - Set-up, staff, and take-down events;
 - Receive and respond to phone calls and email;
 - Copy, fax, mail;
 - Track inventory and reorder supplies.
- Manage communications and update PCSGA website;
- Manage Association calendar;
- Conduct media scans for industry related news;
- Assist staff as needed.

Desired Skills and Requirements

- Associates Degree in communications, business, or related field or two years of experience in similar position.
- Proven ability to support workplace administrative functions.
- Excellent verbal communication and writing skills, including proofreading and editing skills.
- Demonstrated reliability, keen attention to detail, high degree of accuracy and follow through with minimal supervision.
- Proven organizational skills and demonstrated ability to meet deadlines while working on multiple projects under pressure.
- Ability to build relationships and work with diverse personalities.
- High energy, self-motivated, dependable, flexible, works well as part of a team as well as independently.
- Ability to occasionally work PCSGA events on weekends (3 - 4 times a year)
- Proficiency in MS Windows software.
- Familiarity with InDesign and WordPress publishing software.
- Ability to lift at least 30 lbs.
- Current driver's license and access to reliable transportation.

Compensation

\$14.00 per hour. Salary increases will be based on performance.

Application

To be considered, interested applicants must submit a letter of interest describing your specific skills and qualifications, a current resume detailing experience and a list of three references, with at least one of the three being a direct supervisor. Incomplete applications will not be considered. Materials should be emailed to Conniesmith@pcsga.org.

Submission Deadline

Materials should be received no later than May 1, 2017.