



## **WILLAMETTE FALLS & LANDINGS** Heritage Area

### **Executive Assistant Job Description**

The Willamette Falls and Landings Heritage Area Coalition is seeking an independent contractor to serve as a part time Executive Assistant (EA) to contribute to the operations of the organization. The EA will work directly with the Executive Director to handle the daily tasks of managing a heritage based non-profit organization. The ideal candidate is a self-starter who is passionate about the history of the region, flexible, and comfortable completing a wide assortment of tasks.

This is a part time, hybrid position. WFLHAC is committed to equity, diversity, and inclusion in our organization and our work. We encourage applicants of diverse backgrounds to apply and think broadly about the skills and experience they bring to the role.

#### **Scope of Work**

The Executive Assistant will provide administrative support to the Coalition's Executive Director, Board of Directors, and its Management and Operations Committee. This encompasses support for daily operational tasks as well as assistance on larger initiatives such as obtaining National Heritage Area designation and participating in community events. The EA will also assist with the Old Oregon Photos business operated by the Coalition.

#### **Responsibilities and Tasks**

- Support Executive Director and Board members as they carry out the work of the Coalition
- Schedule meetings, send meeting reminders, and host virtual and in person meetings (approximately three recurring meetings each month)
- Take meeting minutes (approximately three recurring meetings each month)
- Work with Executive Director and Management & Operations Committee to compile and send meeting packets including agendas, minutes, and other documents as necessary (two recurring meetings each month)
- Assist with social media management
- Maintain an organized Google Drive and assist with ongoing organization tasks as needed
  - Maintain and update board roster as needed
  - Maintain database of contacts and stakeholders
- Monitor general email account - answer questions as needed or direct people to the proper resources
- Make routine updates to the Coalition's website

- Assist with event execution
- Regular phone and email correspondence with Executive Director
- Other tasks as assigned

### **Skills and Experience**

- Strong written and verbal communication skills
- Excellent time management skills
- Proficiency with Microsoft Office applications, Google Workspace, and basic understanding of Adobe programs
- Experience working with Wordpress websites
- Experience managing social media accounts for a business or non-profit, specifically Facebook and Instagram
- Ability to host virtual meetings, primarily using Zoom
- Self-motivation and ability to work well independently and collaboratively

### **Workload and Compensation**

- Executive Assistant services are to be completed on a flexible schedule with work to be agreed upon by contract with the Coalition
- Workload is intended to be minimal and with the proper time management skills, can be completed in a short amount of time
- Monthly compensation for the Executive Assistant is expected to be up to \$1,200
- Routine tasks such as meeting preparation are expected to make up the bulk of the workload. Occasional special projects may be assigned with the option of additional compensation
- Executive Assistant is to work as an Independent Contractor and is fully responsible for payment of any and all income or other taxes, professional fees, transportation costs and all other costs and expenses the Contractor may incur in the fulfillment of this contract including, but not limited to, office space, except as the WFLHAC may specifically provide.

### **To Apply**

- Interested candidates should email a cover letter and resume to [britta@wfheritage.org](mailto:britta@wfheritage.org)