

PugetSoundPartnership

our sound, our community, our chance

Administrative Assistant

Exempt Recruitment Announcement

Position: Administrative Assistant, full time
Salary: \$3,500 - \$4,500 per month, DOQ and benefits
Location: Seattle, Washington (until permanent office opens in Tacoma)
Posting Date: July 17, 2008
Closing Date: Open until filled

The Puget Sound Partnership is seeking a qualified candidate for the position of Administrative Assistant. This position reports to the executive assistant of the Puget Sound Partnership and will work directly with Seattle-based Partnership employees.

AGENCY PROFILE

The Puget Sound Partnership was established as a state agency by the 2007 Legislature and the Governor to develop and implement an aggressive action agenda for restoring the health of Puget Sound by 2020. The Partnership is a new and dynamic organization charged with taking a collaborative and accountable approach to accomplishing its mission. It relies on the contributions of a variety of entities, including state, local, federal and tribal governments, community and environmental organizations, businesses, watershed and salmon recovery groups. To achieve its mission the Partnership must find new and different ways to engage the public in Puget Sound restoration efforts. The Partnership's work will require creativity, innovation and a wide variety of tools and approaches to engage, involve, educate and inform individuals and groups throughout the region. More information on the Partnership is available at our web site: <http://www.psp.wa.gov>.

POSITION OVERVIEW AND GOALS

The successful candidate will be the sole support staff the Seattle based Partnership staff. This position will support the Salmon Recovery team (50% of time), the Action Agenda Director, Communications Director, Special Assistant to the Executive Director and provide additional support for the Executive Director.

He/she needs to be able to multi task and have the ability to easily transition from one role into the next. Some of the duties include managing complex calendars and schedules, prioritizing work, interacting with outside agencies and the public, planning meetings, drafting and completing written communications, general clerical work and operations, special projects and other administrative duties as assigned. Duties may also include set up and support at off-site meetings.

PRINCIPAL RESPONSIBILITIES

In addition to supporting the Seattle staff, the successful candidate will work closely with the executive assistant to provide support for the executive director. This will include scheduling a high volume of meetings, meeting arrangements and travel logistics.

KNOWLEDGE, SKILLS and ABILITIES

Successful candidate will have demonstrated knowledge, skills, and abilities in the following areas:

- Multi-task, manage short deadlines, and work independently in a fast-paced environment, with strong attention to detail
- Use the functions of Apple Computer Systems, as well as other available tools, to manage schedules for senior management team
- Take direction from several staff and prioritize work for oneself and them
- Prepare high level documents, spreadsheets and presentations using Microsoft Word, Excel, PowerPoint, and Adobe Acrobat 6.0
- Exhibit strong communication skills, including listening, verbal, writing and editing
- Ability to develop and maintain professional rapport with a variety of key interest groups, decision makers, elected official and state agency staff
- Strong customer service skills (telephone and in person)
- Strong organization and follow-through skills
- High professional standards and motivation
- Assist with any and all office duties, as is required in any small agency, including answering telephones, front desk reception, hosting and other clerical duties as needed
- Maintain confidentiality
- Familiarity with the Puget Sound region and environmental issues

DESIRABLE EDUCATION AND EXPERIENCE

A minimum of five years professional experience in an executive or administrative support capacity to high-level staffer

Keen interest in the environmental/natural resources field

Basic knowledge and understanding of state government

APPLICATION PROCESS

Send a letter of interest describing relevant qualifications, a detailed résumé, and names of three professional references with phone numbers. Send information as soon as possible, this announcement will close as soon as a sufficient number of applications are received. Please send the information to:

Jennifer Eberle, Executive Assistant
Puget Sound Partnership
P.O. Box 40900
Olympia, WA 98504-0900

Electronic applications are encouraged (in PDF format). Applications will be screened and only those candidates who most closely meet the desirable education, skills, knowledge, and abilities will be interviewed. E-mail to jennifer.eberle@psp.wa.gov. If you need additional information please call (360) 725-5454 or 800-54-SOUND.

Application Deadline: This recruitment is open until filled. We reserve the right and may exercise the option to make a hiring decision at any time. Therefore, we encourage you to submit your application materials as soon as possible.

The Partnership is an Equal Opportunity Employer and encourages disabled and Vietnam era veterans, women, racial, and ethnic minorities, people with disabilities and persons over 40 years of age to apply. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format may call (800) 833-6388.