



Portland
721 NW 9TH AVE. #280
PORTLAND, OR 97209
503.228.5533 (ph)
503.914.1749 (fax)

Seattle
410 OCCIDENTAL AVE. S.
SEATTLE, WA 98104
206.223.2028 (ph)
206.260.2450 (fax)

Vancouver
1100-111 DUNSMUIR ST
VANCOUVER, BC V6B 6A3
604.909.9559 (ph)
604.608.9353 (fax)

Alaska
PO BOX 872020
WASILLA, AK 99687
907.373.2723 (ph)

www.cascadiagbc.org

JOB DESCRIPTION

Title: Administrative Assistant
Status: Regular, non-exempt position
Reports to: Chief Operating Officer (COO)
Hours: 20 hours/week

BACKGROUND AND SCOPE OF RESPONSIBILITY

The Cascadia Region Green Building Council (Cascadia) seeks an exceptional Administrative Assistant for a dynamic, fast-growing non-profit to support the Chief Operating Officer (COO) and the Portland, Oregon office.

Cascadia's mission is to promote the design, construction and operation of buildings in Alaska, British Columbia, Washington and Oregon that are environmentally responsible, profitable and healthy places to live, work and learn.

The successful candidate must have a strong passion for the environment, great judgment, strong interpersonal and organizational skills, and must understand the administrative support needs of busy executives. The ability to work independently without much supervision is critical. The Administrative Assistant's role is to manage the administrative needs of the Portland office, conduct research, and provide general organization-wide support as needed. Duties include general clerical, receptionist and limited project-based work. The successful candidate must project a professional image through in-person and phone interactions. This position requires someone who can effectively manage multiple schedules, deadlines and demands. The position is 20 hours/week, permanent and non-exempt.

DESCRIPTION OF DUTIES

Administrative

- Meet and greet clients and visitors
- Answer phones and serve as the 'voice' of the Oregon office
- Answer general email inquiries
- Take detailed notes at meetings and prepare meeting minutes
- Update and maintain contact database
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, filing, office organization and making bank deposits
- Create and maintain hardcopy and electronic filing system

- Research, price, and purchase office furniture and supplies
- Book travel, appointments and meetings
- Set-up accommodation and business arrangements
- Sign for UPS/Fed Ex/Airborne packages
- Perform basic website updates - news announcements, events, and job postings
- Find creative solutions to day-to-day problems that arise
- Compose quality letters, invitations and communications
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE

Required:

- A passion and commitment to sustainability.
- Demonstrated ability to work with a variety of people representing different organizations, backgrounds and experiences.
- Friendly, outgoing nature and an eagerness to serve the public interest. A good sense of humor is greatly desired. An ability to go with the flow in a fast pace, high-energy organization is a key to success in this job.
- Strong ability and affinity for office computer programs with the ability to learn new software applications. This position will require significant interaction with multiple computer programs.
- Ability to type 55 words per minute
- Polished oral and written communications skills
- Proven organizational skills and project management experience
- Knowledge of proper telephone protocol
- Ability to interact effectively with different groups
- Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information.
- These skills are normally acquired through a combination of the completion of an Associates Degree and three to five years of secretarial experience.

Desirable:

- Knowledge of green building design, construction strategies, technologies and materials and the ability to articulate the environmental, health, and economic benefits of green building.
- Marketing and Public Relations experience.
- Strong graphic communication skills and knowledge of Photoshop, Adobe Illustrator and In- Design.
- Introductory-to-intermediate level knowledge of the following programs/systems is helpful, but not mandatory: Microsoft Office (Word, Excel, PowerPoint), Dreamweaver, Salesforce.com (database), Vertical Response (mass email communication program), Plone (website content management system)
- Mac-based computer knowledge.

WORK SCHEDULE/HOURS

This job is part time and typically 20 hours per week. Flexible work hours are negotiable given proper notice.

COMPENSATION AND BENEFITS

Salary range based on qualifications and experience. This position is not eligible for benefits.

APPLICATION PROCESS

This position is available July 20, 2009, and is open until filled.

If you are interested in applying for this position, please email as attachments (include last name in document file name): a résumé, a detailed cover letter (two pages maximum), and 3 references to:

Brandon Smith
Chief Operating Officer
Cascadia Region Green Building Council
brandon@cascadiagbc.org

No calls please

Note: Only qualified applicants will be contacted for interviews.

Cascadia is an equal opportunity employer and complies with all federal and provincial laws regarding equal opportunity.

ABOUT THE CASCADIA GREEN BUILDING COUNCIL, USGBC AND CAGBC

The Cascadia Region Green Building Council (Cascadia) promotes the design, construction and operation of buildings in Oregon, Washington, British Columbia and Alaska that are environmentally responsible, profitable and healthy places to live, work and learn. Among the first Chapters of the USGBC and CaGBC, Cascadia has a deeply committed staff and hundreds of volunteers. For more information, visit www.cascadiagbc.org.

The U.S. Green Building Council is the nation's leading coalition of corporations, builders, universities, federal and local agencies and non profit organizations working together to promote buildings that are environmentally responsible, profitable and healthy places to live and work. The LEED (Leadership in Energy and Environmental Design) rating system is a program of the USGBC. For more information on the USGBC, visit www.usgbc.org.

The Canada Green Building Council (CaGBC) exists to accelerate the design and construction of Green Buildings across Canada. The Council is a broad-based inclusive coalition of representatives from different segments of the design and building industry. CaGBC's vision is a transformed built environment, leading to a sustainable future. For more information, visit www.cagbc.org.