



COUNCIL FOR
**WATERSHED
HEALTH**

OPERATIONS AND ADMINISTRATIVE ASSISTANT

Position is open until filled.

ABOUT THE COUNCIL FOR WATERSHED

The Council for Watershed Health (CWH) is a non-profit organization founded over 25 years ago by Dorothy Green to advance the health of our region's watersheds, rivers, streams and habitats both in natural areas and urban neighborhoods. We do this through science-based research, education, and inclusive engagement.

Our multi-disciplinary and passionate team is working toward an LA River that is healthy and accessible to people and steelhead trout; educating and informing decision makers through symposia and project tours; and building the capacity of our partners for community-led and community-agency partnerships that result in multi-benefit green infrastructure projects. We're committed to the vision that our watersheds are managed for environmental health, social equity, and economic vitality. By joining our organization, you will be a part of a talented team dedicated to advancing our mission, and committed to implementing equity, diversity, and inclusion in our work and organizational processes.

ABOUT THE POSITION

CWH is hiring an Operations and Administrative Assistant (OAA) whose role is central to the efficient management of the business and office operations, providing support to management and staff. As a direct report to the Director of Finance and Operations, this role involves handling day-to-day administrative and financial tasks, maintaining business documents, managing business services, subscriptions and licenses, managing office operations and communications, and coordinating Director of Finance and Operations' schedule. The Operations and Administrative Assistant will ensure smooth operations in a fast-paced environment, supporting the overall business activities. If you're well-rounded, adaptable, creative problem solver, and have the following competencies and experience, we encourage you to apply.

The Operations and Administrative Assistant will have skills to manage multiple tasks simultaneously, demonstrated experience effectively implementing financial and budgeting tasks, and thrive in a fast-paced environment. The OAA will collaborate closely with senior management to analyze organizational processes and practices for opportunities to increase effectiveness and efficiency, and implement strategies to strengthen the organization.

This position requires high degree of confidentiality due to the nature of the work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Represent CWH in a professional manner as the first point of contact
- Assist with timely completion and tracking of filing deadlines of business forms and administrative documents
- Assist with preparations for annual audit(s) and tax form filings
- Assist in the organization budget developing process and budget tracking
- Assist in updating administrative and accounting policy and procedural guides
- Assist Director of Finance and Operations in ensuring all staff comply with CWH accounting policies and procedures
- Assist with processing accounts payable and disbursements
- Deposit checks and ensure proper and accurate recording
- Assist in the review and processing of staff timesheets, reimbursement requests, sick and vacation time accrual

- Support annual benefit renewal process and communicate to staff benefit information and required notices
- Manage office operations and coordinate with building management team as needed
- Track office lease renewal
- Collect and log mail; scan and email scanned mail to Director of Finance and Operations
- Maintain and organize computer drives and files
- Maintain and assure proper document archiving and tracking
- Develop and maintain task tracking systems
- Support tracking the assignment of computers/equipment to staff and support information technology service needs
- Monitor and track operational subscriptions, renew/order software licenses/supplies
- Recommend changes in current office practices and procedures to optimize effectiveness and efficiency
- Assist Director of Finance with preparation and distribution of meeting materials to board members, committee members
- Format information for internal and external communication, memos, financial reports
- Coordinate scheduling meetings
- Take notes and prepare minutes in Finance Committee meetings
- Assist with calendar management, setting up zoom conference calls and meetings
- Set up documents for signature in DocuSign
- Coordinate and facilitate team member functions as required
- Other duties as assigned by supervisor, on an as-needed basis

COMPETENCIES, EXPERIENCE, AND SKILLS

- Bachelor's Degree from an accredited university in a relevant field
- 2 to 3 years of related business management and administration experience
- Experience in financial management and/or accounting
- Strong organizational skills, including the ability to follow multi-step institutional procedures, prioritize multiple assignments, and ask for support and/or direction when needed
- Effective time management skills with the ability to multi-task with a team approach
- Meticulous attention to accuracy and strong attention to detail
- Excellent written and oral communication and interpersonal skills
- Adaptable to changing priorities and thrives in a fast-paced work environment
- Demonstrated highest level of integrity, innovative thinking and ability to develop relationships across the organization
Demonstrated adherence to high standards of handling sensitive and confidential information with discretion and integrity
- Proficiency in MS Office Suite and Google based platform and applications
- Ability to learn new systems quickly with minimal instructions

POSITION TYPE, EXPECTED HOURS OF WORK, BENEFITS AND COMPENSATION

- Annual compensation \$57,000 - \$67,00 commensurate with relevant experience, skills, knowledge.
- Full-time, 40-hour work week; evening and/or weekend work may be required. (Part-time considered).
- Benefits package includes:
 - Up to 20 days paid vacation leave per year, max. accrual 30 days
 - 11 paid holidays
 - 10 days paid sick leave per year, max accrual 40 days
 - 100% employer sponsored medical/dental/vision insurance (eligible 1st of the month following 30 days of employment)
 - 403b retirement plan with employer contribution
 - Regular team-building activities

PHYSICAL DEMANDS

- Communicates verbally in English with CWH Staff and the public in face-to-face and online settings. Must be able to exchange information in these settings and promote a positive and collaborative image.
- Regularly operates a computer and phone for communication.
- Operates office equipment such as computers, printers, copiers and projectors.
- Valid CA driver's license and/or the ability to travel to locations outside of the office.
- May be required to move/position supplies and materials of up to 25 Lb. Intermittently moves materials, shifts items for brief to moderate durations of up to 5 minutes.

WORK LOCATION

Main Office is in Pasadena, CA with access to offices throughout LA County. CWH staff is currently working remote with required regular in-person meetings, activities, and events in Southern California.

HOW TO APPLY

Complete the job application via this [link](#) or the link below and provide cover letter, resume, three references, and samples from previous work that demonstrate writing short and long form (e.g. report, brochure, etc.)

[Apply here.](#)

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CWH is an equal opportunity employer and committed to fostering an inclusive workplace. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, veteran, disability status, or any other bias prohibited by applicable law. CWH strongly encourages people from underrepresented communities to apply. CWH may modify/update this position announcement.