



## Conservation Voters FOR IDAHO

### **Job Announcement: Executive Administrative Assistant (Part-Time)**

Announcement date: **October 27, 2021**

Applications will be reviewed on an ongoing basis and first review will begin:  
**November 16, 2021**

### **Overview**

Conservation Voters for Idaho (CVI) protects Idaho's environment and quality of life by informing, engaging, and empowering citizens who care about our natural heritage, thriving democracy, and healthy communities. CVI is seeking a Part-Time Executive Administrative Assistant to join our team who is dedicated to supporting the day-to-day operations and administration of the organization.

The ideal candidate for this position has a passion for people and strong attention to detail. This position will provide administrative support to CVI's Executive Director including scheduling, meeting follow-up and other tasks as needed. This position will be responsible for processing incoming and outgoing mail, donations and thank you letters. In addition, this position will conduct data entry, make travel arrangements for CVI staff, and support staff members on a variety of projects and requests. The Executive Administrative Assistant will report directly to the Finance and Operations Manager.

### **Primary Duties and Responsibilities**

- Provide administrative support to the Executive Director.
- Process incoming and outgoing mail and conduct general errands and courier services.
- Process donations and prepare thank you letters.
- Conduct donor data entry; maintain contact records and other system maintenance related to fundraising and operations as directed.
- Assist Development and Program staff with event planning and support projects as needed. This may include tabling at public events.
- Make travel arrangements as requested.
- Support other staff members on a variety of projects as requested.

*CVI is an equal opportunity employer and we are committed to building a culturally diverse staff. We strongly encourage applications from people of color.*

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## Knowledge, Skills, and Abilities

Applicants should have:

- Experience supporting office management and administration.
- Passion for the organization's mission with a desire to be an ambassador for CVI.
- A strong commitment to racial justice, equity, and inclusion and demonstrate an understanding of local and state political and cultural dynamics.
- Relationship builder and people person.
- Optimistic approach and flexibility.
- A teamwork mindset.
- Good project management skills on complex issues with a focus on details, organization, and coordination. Problem solving orientation.
- Excellent interpersonal skills and able to collaborate effectively.
- Ability to work under own initiative, as well as part of a team.
- Ability to work a flexible schedule as needed. Some occasional event work on evenings and weekends may be necessary.
- Demonstrate cultural competency and a commitment to equity and inclusion as organizational practice and culture.
- Working knowledge of Google Suite.

### Preferred:

- Experience with Microsoft Excel preferred; ability to organize data, perform basic calculations and prepare reports with graphs and charts.
- Previous experience as an Executive Administrative Assistant.

### Compensation:

\$17.00/hr.

This is a part-time position based in Boise, working 20 hours weekly. This position will be based in the office, but CVI may offer a flexible work environment by providing hybrid work as needed and job duties allow.

Part-time positions with CVI are eligible for paid sick leave, but not other benefits. CVI is committed to providing a fulfilling professional experience for our staff. Investing in our employees, supporting their professional growth, and creating a workplace that is committed to excellence and works to create lasting change for Idaho is the foundation of our work. All CVI employees have access to a number of trainings, workshops, and professional development opportunities relevant to their position and career goals.

This position may require some occasional event work on evenings and weekends.

### To Apply

Send a resume, three professional references, and a cover letter that addresses your interest in the position to [jobs@cvidaho.org](mailto:jobs@cvidaho.org) with the subject line "Executive Administrative Assistant."

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