



Conservation Voters FOR IDAHO

Job Announcement: Executive Administrative Assistant (Part-Time, 15-20 hours weekly)

Announcement date: **September 19, 2022**

Applications will be reviewed on an ongoing basis starting: **September 26, 2022**

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 primarily provide administrative support to CVI's Executive Director including scheduling, meeting follow-up and other tasks as needed. This position will also be responsible for supporting the operations of the organization via data entry, mailing preparation, meeting and event support, and other administrative duties as assigned. The Executive Administrative Assistant will report directly to the Finance and Operations Manager.

Primary Duties and Responsibilities

- Provide administrative support to the Executive Director.
- Conduct data entry; maintain contact records and other system maintenance related to operations, finances, and fundraising as directed.
- Assist Development and Program staff with event planning and support projects as needed.
- Support other staff members on a variety of projects as requested.

Knowledge, Skills, and Abilities

Applicants should have:

- Passion for the organization's mission with a desire to be an ambassador for CVI.
- A strong commitment to racial justice, equity, and inclusion as organizational practice and culture.
- 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 a flexible schedule as needed.
- Working knowledge of Google Suite.

Preferred:

- Experience supporting office management and administration.
- Experience with Microsoft Excel preferred; ability to organize data, perform basic calculations and prepare reports with graphs and charts.

Compensation:

\$17.00-\$18.00/hr, depending upon experience.

This is a part-time position based in Boise, Idaho, working 15-20 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 and Employee Assistance Program. 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.

To Apply:

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

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