



**Position:** Executive Administrator & Board Liaison  
**Reports to:** Vice President of Operations & Finance  
**FTE:** Full-Time 40 hrs/wk, Exempt  
**Salary Range:** \$70,000 - \$80,000/yr  
**Location:** Within 3 hours travel of Oregon City, OR  
**Benefits:** See below

### **About Willamette Falls Trust**

Willamette Falls Trust (the “Trust”) is a non-profit organization located in Oregon City, OR, dedicated to promoting and preserving an unparalleled Willamette Falls experience, fostering year-round connections to the magnificence of the Falls. Our mission aims to provide historical and cultural interpretation, maintain a healthy habitat, create public open spaces, and amplify tribal voices and interests at the Falls and its waterway.

The leadership of the Trust includes tribes with historic and current connections to the Falls, which include the Confederated Tribes and Bands of the Yakama Nation, Confederated Tribes of Siletz Indians, Confederated Tribes of the Umatilla Indian Reservation, and Confederated Tribes of the Warm Springs.

### **Position Overview**

The Executive Administrator will provide administrative support to the Willamette Falls executive leadership team but primarily to the President. They assist the President with daily responsibilities, special projects, travel, to-do lists, meeting and event set up and more. To succeed in this position, the Executive Administrator will receive direction from the President and overall supervision from the VP of Operations & Finance.

The Executive Administrator is impeccably organized, can liaise with the entire office, anticipate what needs to be done, and can express their diversity and equity lens with ease. The Executive Administrator will also provide support with the office environment as well as special projects and assist with office-wide activities.

This is an excellent position for individuals with experience in nonprofit support, in project management, and for individuals with an excellent understanding of diversity, equity, and inclusion in arts, nonprofits, and Native or Indigenous communities. Previous

experience in supporting executive leaders, board members, or other high-level staff is highly desirable. Experience in communication and marketing is a plus but not required-applicants lacking in this area are still encouraged to apply.

## **Position Responsibilities**

### **President and Board of Directors Support**

- Supports President in-person and virtually
- Provides administrative support to the President by:
  - Scheduling meetings and events
  - Managing travel arrangements
  - Assisting with written and other correspondence (email, letters, minutes and phone calls)
  - Managing information flow in a timely and accurate manner
  - Attending several in person meetings throughout the week to take minutes and assist with meeting set up including tech needs
- Provide support to Board and Campaign Cabinet to facilitate engagement and involvement in campaign prospecting and solicitation
- Administrative support for monthly Board and Tribal Leadership Committee meetings, including quarterly offsite meeting logistics, meeting materials, calendaring, and recording minutes
- Performs minor bookkeeping tasks and supports expense reporting for President
- Assists President with filing of hardcopy and electronic documents and materials and transferring materials to Google Drive

### **Executive Leadership Support**

- Provides administrative support and communications pertaining to organizational-related meetings, activities, events, and travel arrangements
- Maintains meeting and office spaces (setting up before meetings, ensuring a clean space, and stocking meeting supplies)
- Maintains office equipment and supplies through, order/purchase office/equipment supplies; monitors all office equipment operations; troubleshoots failures by calling for repairs
- Using technical tools (hardware and software) such as donor databases and mobile apps and supporting staff with usage
- Schedules and attends staff meetings, takes and disseminates minutes, and notes follow-up items
- Assists in the coordination of Trust events and actively participates in planning committees as needed
- Works independently and within a team on special and ongoing projects at the request of the President and VP of Operations & Finance
- Able to maintain high levels of discretion and confidentiality
- Adept at coordinating travel schedules with bookings, accommodation, setting up meetings for trips with a detailed itinerary. On occasion will be asked to travel with the President

## **Communications Support**

- Supports the communications efforts of the Trust
- Schedules and attends communications meetings, takes and disseminates minutes, and notes follow-up items
- Coordinates with senior staff along with communications consultants including public relations and photographer to draft and post to the Trust's social media accounts, blog and content for the website
- Drafts and posts to the Trust's social media accounts
- Drafts blog posts for the website

## **Qualifications**

- Experience working with and in Native or Indigenous communities
- 5+ years of applicable work experience
- Proven relationships and experience working in, for, and/or with Native or Indigenous communities
- Knowledge of nonprofit organizations, nonprofit administration, and prior experience supporting and working with senior-level management
- Experience with Board of Directors activities and governance activities
- Demonstrated strength in interpersonal skills
- Ability to handle sensitive situations and maintain confidential information
- Strong technical skills with proficiency in Google Workspace, Slack, and Asana or transferable skills from Office Suite and project management software like Asana, Basecamp, etc.
- Excellent written and verbal communication skills with an ability to interact with diverse groups
- Exceptional organizational skills, with the ability to manage multiple priorities and deadlines while maintaining a high level of attention to detail and accuracy
- Track record of success contributing to a cooperative and productive working environment
- Strong understanding and application of diversity, equity, and inclusion principles

## **Working Conditions**

Occasional evening or weekend work is required to carry out events and meetings. Frequent travel is required largely within the region (Oregon, Southwest and Central Washington, and Idaho) to participate in, note take, manage tech needs, and facilitate meetings, events and professional development training. Work may be fast-paced with multiple projects and objectives in motion, sometimes requiring moderate physical activity. Prolonged periods of working on a computer is required as well.

## **Salary & Benefits**

\$70,000-\$80,000/year, plus benefits: health, vision, and dental insurance with 100% premiums paid by employer; up to 6% employer matched retirement; 3 weeks starting PTO, 40hrs Sick Time, 11 holidays and 2 floating holidays; maternity/paternity leave through Paid Leave Oregon; and, a flexible schedule with a hybrid work model based out of the Portland Oregon Metro area. **Benefits are non-negotiable in order to be equitable to existing staff.**

Willamette Falls Trust is committed to improve its diversity, equity, and inclusion efforts and foster an environment where all people are welcome, we therefore encourage applications from a diverse pool of applicants. Willamette Falls Trust provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation or gender identity.

### **APPLICATION INFORMATION**

Applications for this role should include a resume and a cover letter addressing how your experience aligns with this position along with your connection to and/or experience working with Native or Indigenous communities.

All applications received will be reviewed and all applicants will receive a response. Willamette Falls Trust takes your time seriously and appreciates all applicants for considering this role.

Complete application packages should be emailed to: [careers@willamettefallstrust.org](mailto:careers@willamettefallstrust.org)

**Application Deadline:** Open until filled with the first round of review happening the week of 01/15/2025