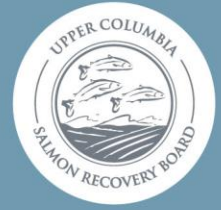


Working to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia Region.



Upper Columbia Salmon Recovery Board Part-Time Program Assistant Job Description

Background

The Upper Columbia Salmon Recovery Board (UCSRB) is a nonprofit corporation formed to serve as a regional salmon recovery organization and to coordinate and implement the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan*. UCSRB board members consist of representatives from Chelan, Douglas, and Okanogan Counties, the Confederated Tribes of the Colville Reservation, and the Yakama Nation. The mission of the UCSRB is to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia River region. In concert with these efforts, the UCSRB also facilitates a forest health collaborative in the region to accelerate whole watershed restoration.

Job Description

The Program Assistant plays a key role in the Upper Columbia Salmon Recovery Board team achieving organizational goals and objectives, implementing program initiatives and fostering a well-organized and professional office environment. The Assistant will work at times independently and, at other times, in close coordination with other team members.

Essential Duties and Responsibilities

Duties and responsibilities include:

- strategic communications with local, state, federal and tribal government partners and other non-governmental organizations;
- coordination of meeting logistics, preparation and follow up for meetings of the Board of Directors, Regional Technical Team, Project Implementation Team and the NCW Forest Health Collaborative;
- data entry using Excel, QuickBooks (preferred) and web-based systems (training offered);
- management of annual office supply budget; and
- assist finance manager and executive director in maintaining internal controls associated with a \$1 million annual budget.

Qualifications

- Ability to take initiative and actively engage with other UCSRB team members.
- Excellent written and verbal communication skills.
- Highly organized and detail-oriented.
- Experienced in the use of all Microsoft Office applications.

- Stronger candidates will likely have some education and experience in the natural resources or related field.

Compensation

The pay for this position is \$15-\$20/hour based on experience. This position is part-time with sick and vacation leave, and holiday pay.

The UCSRB is an equal opportunity employer. Find out more at www.ucsrb.org

Call Melody Kreimes, 509-888-0321 with any questions. Please submit resume, cover letter and three references to Barbara Carrillo at barb.carrillo@ucsrb.org. Position open until filled.