



ANNOUNCEMENT OF POSITION OPENING

Part-Time Administrative Associate

Who We Are

The Geos Institute is a science-driven organization that helps communities build resilience in the face of climate change using science and local knowledge. To learn more about our work, please visit www.GeosInstitute.org, www.ClimateWise.org, and www.ClimateReadyCommunities.org.

Our team of board and staff is made of dedicated, hard-working people who are personally committed to the Institute's mission. We value honesty, courage, tact, perseverance, and respect. When the pressure builds, we lean on each other – and welcome the learning that comes when our best efforts do not turn out as planned.

Our organizational structure is founded on “self-management,” which means we expect every team member to take responsibility and ownership of their work without a traditional manager looking over their shoulder. This position works closely with the Executive Director for guidance on roles and function, but will still be required to take ownership of their work. We will provide training on self-management and the working practices related to that. Please refer to the link provided at the end of this announcement to gain a better understanding of this concept and what it means for our work culture.

Our working atmosphere is relaxed, but productive. We are generally flexible in terms of when and how work gets done and are committed to supporting staff in striking a healthy balance between work and family. We have fun together and we get things done.

Our office is located in Ashland, Oregon and this position will work from there while taking appropriate COVID-19 precautions, which include working from home if mandated.

The Position

We are looking for an energetic, focused person who can hit the ground running and is excited to join our team. This position provides office and clerical support for the organization, development program, and our programmatic initiatives - ClimateWise, Climate Ready Communities, and Climate Ready America.

The Administrative Associate provides general office support for the staff, including, but not limited to:

- electronic file and photo management
- scheduling meetings
- preparing mailings
- proof-reading documents

- updating the website
- monitoring social media
- assist with monthly email newsletters
- drafting correspondence
- assembling proposal materials.
- maintain office equipment and technology
- ordering office supplies
- managing rentals of building community room (when this resumes)
- logistic support for board meetings
- identify and manage building maintenance and repairs

The list of tasks above is not all-inclusive. The Geos Institute is a modest-sized, nimble organization, so all staff may be called upon to do other tasks to support the organization from time to time. In all instances, the organization will provide adequate training to ensure success.

You may be the right person for the job if you:

- Have office experience related to the task descriptions above
- Have a positive attitude and exhibit grace under pressure
- Are proficient in Microsoft Word, Excel, and Internet browsers
- Are able to type 50 words per minute
- Have strong writing and proofreading skills
- Possess strong interpersonal skills and are able to comfortably manage being called on by several different people for a variety of tasks
- Have a friendly, professional demeanor
- Are a dedicated problem solver with a responsive “can do” attitude
- Pay particular attention to detail
- Have a punctual, responsible nature
- Believe strongly in the mission of the Geos Institute
- Are comfortable working in an environment where the workload ebbs and flows and where priorities can change quickly
- Are flexible and able to adapt quickly

Terms

This is a part-time (15 hours per week), hourly, non-exempt staff position that reports to the Executive Director In accordance with Oregon law, the Geos Institute is an at will employer. The Geos Institute is an equal opportunity employer committed to workforce diversity and does not discriminate based on race, sex, religion, national origin, sexual preference or any other criteria prohibited by state or federal law.

Pay

\$20/hour

Benefits

The position includes a generous annual leave package including paid holidays, vacation, and sick leave. After one year of employment, staff may take advantage of a voluntary cafeteria plan that can be used to cover additional medical and childcare expenses, as well as a 3% employer matching Simple IRA retirement plan.

Application Process

If you fit the description above and are interested in joining the Geos Institute team, we would love to hear from you. To apply, email or send by postal mail a cover letter and resume to:

Tonya Graham
Executive Director
Geos Institute
84 Fourth Street
Ashland, OR 97520
tonya@geosinstitute.org

Application Deadline

Position is open until filled.

*Reference on Self-Management:

<https://reinventingorganizationswiki.com/theory/self-management/>