WSU Snohomish County Extension
Natural Resource Programs Administrator

This part-time position will provide administrative support to four natural resource programs in the WSU Snohomish County Extension office in Everett, Washington. The programs have numerous and diverse obligations and expectations that involve both Snohomish County and Washington State University processes. All applicants must have experience with office practices and procedures, be comfortable with basic bookkeeping and/or record keeping, be able to adapt to changing situations and enjoy working in a fast-paced team environment. The ideal candidate will be highly organized, enjoy helping others to be more organized, comfortable researching and training others on new technology innovations, and able to see the whole picture while also managing deadline-driven short-term tasks.

Primary duties fluctuate over time, and may include:
- Provide scheduling and project support to Beach Watchers, Sustainable Community Stewards, Promotores del Medio Ambiente and Glacier Peak Institute, as needed;
- Build and maintain event detail tracking process for a large number of annual events;
- Compose and/or compile reports from multiple staff to different agencies using Microsoft office suite and some agency proprietary software;
- Assist with fundraising efforts, such as formal University submittal processes, developing and/or distributing donation appeals, donation processing and researching funding opportunities;
- Receive and direct incoming calls and/or visitors, take messages, determine needs, answer general questions and furnish information regarding established procedures, policies and services;
- Manage inventory status and is primary agent for all purchasing and cost estimates;
- Sustain online listings/calendar of volunteer opportunities and public events;
- Maintain volunteer records, hours databases, listserves and volunteer rosters; and,
- Other duties as identified.

Minimum Qualifications:
- Two years of typing, data management and administrative experience OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. This includes: Understanding of office practices and procedures;
- Proper English spelling, grammar, punctuation and word usage;
- Basic bookkeeping and/or record keeping procedures;
- Ability to use Microsoft Office Suite;
- Establish and maintain effective work relationships with staff, volunteers and partners;
- Meet deadlines and cope with interruptions and changing priorities;
- Ability to work independently and in teams; and,
- Operate standard office equipment, with training.

Supervision: This position reports to the Natural Resource Programs Manager and works in a team with four other staff.

Working Conditions: This work is performed in the usual office environment. Inventory is stored in a large warehouse-like space that may require climbing a ladder.

Location: The position is based in McCollum Park, 600 128th St. SE, Everett WA 98208. There may be minimum travel required which would be reimbursed at the federal rate.
Position Details: This position is temporary through December 31, 2019, with possibility of extension. It is approximately 15 hours per week (with some ability to flex time) with pay at $18 – 21/ hour depending on qualifications. All WSU temporary employees receive 1 hour of paid sick leave with 39 hours worked. There are no other benefits with this position.

Application Process: Please send a cover letter and resume to WSU Snohomish County Extension, Attn: Chrys Bertolotto, 600 128th ST. SE, Everett WA 98208 or email to chrys@wsu.edu, by April 12th at 5 PM. Applicants may need to take a computer test.

Chrys Bertolotto
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Extension programs are open to all without discrimination.