This part-time position will provide administrative support to natural resource programs in the WSU Snohomish County Extension office in Snohomish, Washington. The programs have numerous and diverse obligations and expectations and involve both Snohomish County and Washington State University processes. All applicants must have experience with office practices and procedures, comfortable with basic bookkeeping and / or record keeping procedures, 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, and able to see the whole picture while also managing deadline-driven short-term tasks.

Primary duties fluctuate over time, and may include:
- Build and maintain event detail tracking processes
- Provide scheduling and project support to Beach Watchers, Sustainable Community Stewards, Promotores del Medio Ambiente, Washington State Naturalists, and climate change programs
- Compose and / or compile reports from multiple staff to different agencies
- Assist with fundraising efforts, developing and / or distributing donation appeal, donation processing and researching funding opportunities
- Sustain online listings / calendar of volunteer opportunities and public events
- Maintain volunteer records, hours databases, listserves and volunteer rosters
- Other duties as identified.

Minimum Qualifications:
- One year of typing, data management and administrative experience OR any equivalent combination of training and / or experience that provides the required knowledge
- 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
- Operate standard office equipment

Preferred Experience
- Bilingual in English/Spanish
- Wordpress website maintenance knowledge
- Marketing experience
- Social media familiarity

Supervision: The position reports to the Natural Resource Programs Director.

Working Conditions: The work is primarily remote and working from home. Applicant should have access to their own computer.

Location: The position is based at Willis Tucker Park, 6705 Puget Park Dr., Snohomish, WA 98296. There may be minimum travel required which would be reimbursed at the federal rate.
Position Details: This position is temporary through December 31, 2022, with possibility of extension. It is approximately 10 to 15 hours per week (with some ability to flex time) with pay at $18 – 22/ hour depending on qualifications. All WSU temporary employees receive 1 hour of paid sick leave with 39 hours worked. There are no benefits with this position.

Application Process: Please send a cover letter and resume to Patricia Townsend by e-mail at patricia.townsend@wsu.edu. Applications will be reviewed starting August 1rst. The position will remain open until filled.