

Washington Public Utility Districts Association

Olympia, WA

Part-Time Administrative Assistant

III. POSITION DESCRIPTION

Under direction of the Executive Director this position serves alongside six other employees to support the Association in a team-oriented, and membership-focused environment. Essential skills include: organization, attention to detail, and strong interpersonal skills.

II. RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Updating of the Association's electronic address book, distribution lists, member data base, and committee delegate rosters.
2. Assist with entry of meeting registrations into the member database.
3. Provide support to virtual meetings (primarily Zoom) as needed.
4. General assistance with meetings including taking minutes and notes.
5. Clerical duties included but not limited to answering phones, mail distribution, photocopying, proofreading, and maintaining office supply inventory.
6. Responsible for opening and logging the receipt of all incoming checks.
7. Assist with scheduling, set-up, and clean-up of meeting rooms and common areas for on-site meetings.
8. Aid with email, documents, and spreadsheets as needed.
9. Act as general administrative support to staff.
10. Other duties as required.

III. EMPLOYMENT STANDARDS

Education/Experience:

A minimum of an AA degree or equivalent experience is preferred.

Knowledge of:

General office procedures, computer, internet and email usage, and office equipment operation. Experience with Microsoft Word, Outlook, and Excel required. Experience with Zoom preferred. Applicants should also be comfortable using audio visual technology and troubleshooting technology.

Skill at:

Spelling, punctuation, grammar, and oral communication. Interpersonal skills are essential in daily dealings with many different people. Discretion, initiative, judgment, organizational ability, and self-motivation are also important.

IV. HOW TO APPLY

Position will remain open until filled. First review of applicants will occur on Wednesday, November 30, 2022. For consideration, please forward your resume with cover letter via email to Lena Mendiola at Lmendiola@wpuda.org.

WPUDA is an Equal Opportunity Employer

Work Status:	Non-Exempt, Part-time
Supervisor:	Executive Director
Travel:	Not required
Staff Supervision:	None