



***Job Announcement:***  
**Operations & Database Assistant**  
**Long Tom Watershed Council**

The Long Tom Watershed Council (LTWC) is accepting applications for a part-time Operations & Database Assistant. Primary duties of the position will include database entry and tracking, providing support for meetings, and assisting with office administration. LTWC is a nonprofit organization serving the Long Tom River Watershed area in Lane and Benton counties. Our mission is to improve water quality and habitat for fish and wildlife using the collective wisdom and voluntary action of the diversity of our community members. Please check out our [website \(www.longtom.org\)](http://www.longtom.org) to learn more. This temporary position will be shared with LTWC's partner organization, the McKenzie Watershed Council ([www.mckenziawc.org/](http://www.mckenziawc.org/)).

Posted: December 29, 2015  
**Closing date: Friday, January 22, 2016**  
Starting Date: Approximately February 1, 2016  
Status: Part-time, hourly (~20 hours per week). This is a temporary six-month position that could be extended.  
Compensation: \$13-\$16/hour. Benefits include paid sick leave.

**To Apply:**

- Please submit an application via email to [apply@longtom.org](mailto:apply@longtom.org) as a single PDF document. All application materials must be received by 5:00 p.m. on the closing date.
- Late or incomplete applications will not be accepted.
- Please email questions about the position or hiring process to [apply@longtom.org](mailto:apply@longtom.org).
- All emails - both application submittals and questions regarding the position - must have "Operations & Database Assistant" in the subject line.**

**Please Send:**

- Resume** – please include phone & email address in the heading.
- Three professional references** – contact information, including phone number, and how you know them.
- Cover letter** of 2 pages or less, and 12-point font

**Interview Process & Security Clearance**

The interview process will likely include a phone interview, an interview with multiple people (LTWC board, partners, and staff members), and a skills test. Please note also there will be a background clearance check due to LTWC's presence in a partnership office owned by the federal government.

**Duties and Responsibilities**

- Enter information for individuals and organizations in membership database, including contact, involvement, and support information
- Enter returned mail address corrections
- Assist with clean up of database information, including duplicate or erroneous entries
- Maintain office systems such as record-keeping, filing and archiving

- Provide meeting support, including setup and coordinating logistics, and recording meeting summary notes
- Provide support for outreach events
- Assist with mass mailings, including printing, mail merging, and mailing
- Train and oversee office volunteers to help with mass mailings, archiving, or some data entry
- Other duties as assigned

### **Education & Experienced Desired**

- Some college or an Associate's degree preferred
- Minimum 2-3 years of relevant professional experience

### **Qualifications**

- Passion for clean water and fish and wildlife habitat, specifically for the mission, programs, and collaborative, voluntary approach of the Long Tom & McKenzie watershed councils.
- Strong attention to detail, accuracy, and dependability
- Ability to handle confidential or sensitive information appropriately
- High degree of typing speed and accuracy
- Proficient in internet research/navigation and Microsoft Office suite, particularly Microsoft Access
- Strong interpersonal skills
- Excellent written and verbal communication
- Self-directed, with a high level of initiative
- Interest in technology and proclivity for problem-solving technical issues
- Familiarity and comfort with non-profit atmosphere a plus, including an understanding of the high commitment level, deadlines and budget restrictions, and a "can do" attitude.

### **Job Environment**

Work will take place at the LTWC office in the West Eugene Wetlands Partnership Office, and at the McKenzie Watershed Council office in Springfield. A valid Oregon driver's license and the use of a vehicle is required for errands or travel to meetings. Mileage is reimbursed at the State of Oregon rate. Some weekend and evening work may be required.