

## JOB ANNOUNCEMENT

### About Forterra

Forterra fills a unique and important niche as the largest conservation and community building organization dedicated solely to this region. As a national leader, Forterra is shaping a future that will flourish environmentally and economically. We partner with thousands of leaders and residents across the Northwest to create healthy, livable, and prosperous communities. For over 20 years, Forterra has led efforts to restore critical landscapes and conserve more than 172,000 acres of forests, farms, shorelines, parks, and natural areas.

*Forterra is an Equal Opportunity Employer. Forterra actively seeks candidates from a variety of backgrounds who are committed to the mission and vision of the organization.*

<b>Open Position:</b>	Executive Assistant
<b>Reports To:</b>	Assistant to the President
<b>Location:</b>	Seattle, WA
<b>Position Type :</b>	Full-time, Salaried, Exempt
<b>Salary:</b>	Starting at \$38,000
<b>Benefits:</b>	Eligible, Class III

### Summary of Position

The Executive Assistant's primary role is to provide a broad range of administrative support to the President and COO. S/he will work closely with Forterra's Board of Directors, Council of Advisors, the fund development team, and other committees, as assigned. This position requires a high degree of initiative, discretion, judgment, tact, poise, motivation, and flexibility. S/he handles and has access to all confidential information and must exercise discretion and maintain confidentiality, as required.

As part of the administrative team, the Executive Assistant is also responsible for a range of regular clerical support duties that support the overall office. S/he is also responsible for managing the reception area for the Seattle office - acting as the first point of contact for Forterra's guests, clients, and partners.

<b>To Apply:</b>	Send a resume and cover letter with subject line "Executive Assistant" to:
	Email: <a href="mailto:jobs@forterra.org">jobs@forterra.org</a> -or-    Fax: 206-577-9146    -or-
	Mail: 615 Second Avenue, Suite 600 Seattle, WA 98104

**Application Deadline:** February 10, 2012

### Application Process

Carefully review the job description and qualifications for this position. Email submissions are preferable, but we also accept applications via fax and postal mail. When emailing, please submit your application as a PDF, MS Word, or text document. Forterra's Human Resources department thoughtfully reviews every resume submitted. Due to the high volume of applications received, we contact only those individuals who we plan to interview. If we contact you for an interview, please be prepared to provide us with at least three professional references and to undergo a thorough background check. You will know a position has been filled when we update the "Career Opportunities" page on our website.

# SUMMARY OF BENEFITS

## **Paid Time Off**

- Employees who have worked for 5 years or fewer accrue 160 hours of PTO annually. Employees who have worked at Forterra for more than 5 years accrue PTO at a higher rate.
- 10 paid holidays per calendar year – New Year’s Day, MLK Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Eve/Day, Christmas, and Christmas Eve or Boxing Day.

## **Medical**

- Group Health PPO (in-network) and First Choice Health Network (out-of-network).
- In/Out-of-Network office visit co-pay – \$25. Calendar year employee deductible at \$500; family at \$1,500.
- Employee portion of the medical/dental premium is deducted pretax. Contribution is based on class level:

Class I: Executive Management - \$100

Class II: VP and Directors - \$75

Class III: Program Managers & Other Professional Staff – \$50

Class IV: Hourly Employees – \$25

- Family/dependent coverage is available at employee expense.
- Health Reimbursement Arrangement.

## **Dental**

- Washington Dental Service – Delta Dental PPO.
- Preventative care paid in full; no deductible.
- Basic care at 80% coverage; major care at 50% coverage, annual maximum \$2,000.

## **Vision**

- Eye exams covered once every 12 months – must be a Group Health provider.
- Hardware benefits of \$100 in any 24 consecutive month period.

## **Life Insurance and AD&D**

- \$35,000 Life and \$35,000 Accidental Death & Dismemberment insurance.
- Forterra pays full premium.

## **Short Term Disability**

- Benefit pays 60% of pre-disability salary, subject to policy cap.
- 14 day elimination period, 11 week maximum coverage.
- Forterra pays full premium.

## **Long Term Disability**

- Benefit pays 60% of pre-disability salary, \$4,000 monthly policy cap.
- 90 day elimination period, 24 month maximum coverage.
- Forterra pays full premium.

## **Other Benefits**

- Subsidized transportation pass offered – ORCA Passport with Home Free Guarantee.
- 401K eligibility after 6 months of employment
- COBRA Benefits – 60 day post termination election period.
- Flexible Spending Account

*Benefits are effective the first full month of employment. Information contained herein is intended only as a brief summary of the benefits offered at Forterra and is not all-inclusive. Actual benefits are subject to certain contracts and restrictions and may change without notice. Detailed features and limitations are available from the HR Specialist.*

## JOB DESCRIPTION

<b>Position:</b>	Executive Assistant
<b>Reports To:</b>	Assistant to the President
<b>Department:</b>	President's Office
<b>Location:</b>	Seattle, WA
<b>Position Type:</b>	Full-time, Salaried, Exempt
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### Specific Duties

#### *Executive Management Support*

- Provide administrative support to the President including, but not limited to, management of email, calendar, phone calls, files, board information, correspondence, and travel arrangements; copying, guest reception, expense report review, filing, and invoice processing.
- Provide logistical coordination (facilities, refreshments, IT) and administrative support (copying, collating meeting materials) to board, committee, and partner meetings.
- Maintain administrative files (electronic/hardcopy) for the President's office, including Board minutes/rosters, resolutions, correspondence, etc.
- Handle all aspects of Board support and support for the Council of Advisors, including preparing monthly meeting reminders, sending email communications, drafting resolutions, preparing and mailing Board packets, space and food coordination for meetings, and other duties as assigned by President and individual Board members or committees.
- Create and manage materials and documentation for new and prospective Board members and Council of Advisors members.
- Coordinate with other staff members as necessary to support Board committee projects.
- Provide administrative support to COO and Assistant to the President for ad hoc projects.

#### *Administrative Tasks & Front Desk Reception*

- Manage and develop protocols for reception area, including general reception of visitors and the overall appearance of reception area and conference rooms. Ensure that the reception area is opened from 8:30am – 5:00pm daily and secured at the end of each day.

- Answer Forterra's trunk line during business hours and redirect calls as necessary. Check voicemail messages and monitor incoming faxes on a daily basis.
- Maintain Forterra's *info@cascadeland.org* email address and respond to or redirect inquiries as needed.
- Order and monitor inventory of office, copier, kitchen, and stationery supplies on a weekly basis. Maintain an inventory list of generally stocked items and provide assistance to regional offices for special orders. Maintain postage meter and supply levels.
- Monitor copy machines and printers on a daily basis. Check paper levels and tone, and refill as necessary.
- Assist with the preparation of workstations and supplies for new employees.
- Daily distribution of mail, including keeping a log of incoming checks per internal control protocols. Sign for and distribute UPS and FedEx packages.
- Distribute petty cash and reconcile account on monthly basis.
- Assist in organizing data on file server, under the direction of Supervisor & IT Support Manager.
- Maintain conference and meeting room calendars and post schedules on a daily basis.

*Perform other duties as assigned.*

### **Required Qualifications**

- 3-5 years of administrative experience in a fast paced environment, including calendar management for senior managers or executives. Nonprofit experience preferred.
- Reliable and dependable with good attendance record; able to follow directions and meet deadlines, attentive to detail.
- Demonstrates initiative in pro-actively identifying and solving problems as they arise.
- Service-oriented with a positive attitude. Courteous, personable and flexible; able to deal effectively and sensitively with a wide range of people.
- Commitment to working effectively as a contributing member of the team.
- Excellent written and verbal communication skills.
- Attention to detail and ability to organize and manage diverse and multiple activities, set priorities, and remain flexible under pressure.
- Experience in the Windows 7 operating system environment. Advanced user of Microsoft Office 2007 software including Outlook, Word, and Excel.
- Enthusiasm and commitment to land conservation and the environment.
- Ability to lift 30 pounds.
- Willingness to work some non-standard hours.
- Valid, insurable driver's license.