



# PINE CREEK COMMUNITY RESTORATION

Supporting long-term recovery in Malden and Pine City, Washington

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## **Assistant Director for Pine Creek Community Restoration Long-term Recovery Organization**

### **Job brief**

The Assistant Director (hereafter AD) provides administrative and fiscal support services for the Pine Creek Community Restoration Long-term Recovery Organization (hereafter LTRO), as determined by the LTRO Board of Directors. The AD works closely with the LTRO Executive Director to ensure that the efficient functioning of the LTRO.

### **Responsibilities**

- Performs complex clerical functions requiring strong computer skills including, developing/maintaining spreadsheets, creating reports, monitoring website and social media content, creating correspondence, and ordering and monitoring purchased and rented equipment
- Maintains, monitors, and evaluates budget.
- Controls expenditures to remain within approved budget
- Works closely with Treasurer and Accountant to keep expenditures on track and identify potential problems.
- Assists the Director and LTRO Board with administrative problem solving, program and project planning.  
Proofreads, edits, and prepares correspondence and publications related to LTRO activities.
- Establishes meeting calendars, agendas, and venues for all board
- Provide a monthly report to the board
- Other responsibilities as assigned by the LTRO Board

### **Requirements**

- Must be bondable.
- Must have reliable transportation and the ability to travel.
- Proficiency with Microsoft Office
- Ability to adapt communication style for multiple environments
- Demonstrated experience in basic administrative functions
- Demonstrated experience in basic fiscal functions
- Excellent organizational skills
- Excellent oral and written communication skills
- High School Diploma or equivalent.
- Be a member of the Pine Creek Community, or a Whitman County resident.

### **Specifics**

- Part Time, permanent employee
- Salary DOE



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- Two weeks paid vacation starting upon hire date
- All Federal holidays are paid days off
- Health insurance coverage is the responsibility of the employee
- The employee will be paid normal salary while on jury duty
- The employee will be paid normal salary during a bereavement period. The bereavement period is a maximum of 5 working days.
- A performance evaluation will be conducted by the LTRO board mid-year during the first year of employment and annually thereafter.

## **Standards of Conduct**

We expect all employees to conduct themselves with

- Integrity.
- Objectivity.
- Professional competence.
- Confidentiality.
- Professional behavior.

The below is grounds for immediate dismissal.

- Serious misconduct of any kind.
- Sexual harassment or abuse.
- Discrimination or preferential treatment of any kind.
- Participation in a business directly conflicting with the mission of the LTRO.
- Misuse or misappropriation of LTRO funds.