



## Executive Assistant

Executive Support Specialist 2

### Hybrid Work Schedule

**Oregon Forest Resources Institute  
Portland, Oregon**

#### **Salary**

\$50,000 to \$70,000 annually

#### **The Opportunity**

The purpose of this position is to provide confidential administrative and financial accounting support for the Executive Director, Senior Manager of Business Operations, OFRI program directors and Institute staff. This position reports to the Executive Director.

#### **The Agency**

The Oregon Legislature created Oregon Forest Resources Institute (OFRI) in 1991, and the organization is funded by a portion of the state forest products harvest tax. The Oregon Forest Resources Institute supports and enhances Oregon's forest products industry by advancing public understanding of forests, forest management and forest products.

OFRI achieves its mission through educational programs and educational media, as well as the dissemination of information through conferences, symposia, research, workshops, publications, videos, field tours and classroom presentations. OFRI develops educational programs for the public, forest landowners and other audiences, including K-12 teachers and students. OFRI's educational programs and materials emphasize the importance of Oregon's rich forest endowment and how science-based forestry, responsible wood products manufacturing and a balanced approach to forest management can meet the social, environmental and economic needs of both present and future generations.

A 13-member board of directors governs OFRI. The State Forester appoints 11 of the board members. There are also two non-voting members, the Dean of the Oregon State University College of Forestry and a public member appointed jointly by the President of the Oregon Senate and the Speaker of the Oregon House of Representatives. An Oregon Department of Forestry liaison assists the board.

OFRI is headquartered in Portland with a second office in Silverton at The Oregon Garden, where it manages a 15-acre demonstration forest.

### **Minimum Qualifications**

One year of experience performing administrative duties in support of agency projects or programs. Qualifying experience would involve data collection and analysis; project evaluation and/or analysis; interpretation and application of laws, rules, and regulations; or similar experience.

### **Desired Attributes**

The skills and experiences we seek include:

- Ability to organize work efficiently, pay attention to detail, and manage multiple tasks with regular interruptions as well as manage a workload with competing priorities
- Proficiency in using word processing and spreadsheet software
- Knowledge of proper grammar, punctuation and spelling
- High degree of accuracy and attention to detail
- Experience working with confidential information
- Ability to work autonomously and be self-driven
- Good oral and written communication skills

### **Description of Duties**

#### **Administrative**

- Provide confidential and other program support to executive director and managers including arranging events and logistics, developing public information support materials, assisting in development of presentations and other public outreach activities and materials.
- Assist executive director and senior manager of business operations in updating, editing, drafting and finalizing agency policies and procedures and Oregon Administrative Rules. On an ongoing basis, ensure written procedural or resource materials are accurate and up to date, and recommend changes as necessary.
- Support executive director and other managers in drafting and editing requests for proposals, enter contract expenditures using Microsoft Excel and communicate with director and managers expenditure status. Assist and ensure program staff are entering program performance measurements into tracking spreadsheet for use in OFRI's Annual Report.
- Perform independent research and summarize information needed by executive director and program staff for briefing materials and replies to correspondence and information requests. Prepare complex reports and PowerPoint presentation materials for use by Executive Director and program staff.
- Coordinate, monitor and follow up on staff IT service tickets. Purchase items from approved purchase orders, following established procedures. Have a working knowledge of IT contract and recommend amendments as needed.
- Attend board of directors' meetings, take notes and prepare meeting minutes. Attend staff meetings at OFRI's Portland and Silverton offices, public events, tours, workshops, trainings, etc. where driving will be required.
- Receive, gather and ship agency publication orders.
- Coordinate, plan, attend and participate in agency staff meetings; discuss agency goals and objectives; complete assignments received in agency staff meetings.

#### **Financial**

- Assists senior manager of business operations to accumulate and consolidate data for various fiscal and budget reports and projections. Compile cash management reports for board of directors. Assist with year-end financial reporting.

- Assist senior manager of business operations in the preparation of the fiscal year budget by providing fiscal and program information.
- Compute, prepare and process warrant and transfer requests and submit to Oregon Department of Forestry. Receive cash, prepare receipts and make bank deposits. Prepare invoices, track the aging of unpaid invoices and initiate collection procedures, if necessary. Assist senior manager of business operations in preparing year-end financial reporting to the Department of Administrative Services.
- Review and check financial documents and reports such as invoices, vouchers, receipts and requisitions for accuracy, completeness, consistency and propriety. Verify accuracy of accounting codes assigned to individual transaction documents according to accounts listing.
- Processes travel reimbursements. Communicate with claimant to obtain missing information and clarify rules or requirements.

### **Secondary Duties and Responsibilities**

- Maintain agency mailing list database.
- Open, scan, read and distribute mail.
- Maintains comprehensive files including but not limited to correspondence, reports, guidelines and similar materials.
- Maintains inventory supplies, equipment and materials, and orders supplies for the Portland and Silverton offices.

### **Working Conditions**

Fast paced work environment with multiple projects, tasks and deadlines. Occasional overnight in-state and out-of-state travel. Periodically requires working flexible hours in the evening or on weekends under time-sensitive conditions.

### **Benefits**

- Work/life balance and a supportive working environment.
- 11 paid holidays a year
- Paid sick leave, vacation and personal leave.
- Comprehensive medical, dental and vision plans for employee and qualified family members. Find out more about our competitive benefits packages. [Click here](#) to visit our full benefits website.
- Optional benefits additions such as flexible spending accounts, term life and more.
- When you become PERS (Public Employee Retirement System) eligible, your base salary will increase by 6.95%, and you will pay the 6% employee contribution rate to PERS.

### **How to Apply and Helpful Information**

#### **How to Apply:**

- Current State of Oregon employees (excluding temporary employees) - You must apply through your employee Workday account  
<https://wd5.myworkday.com/wday/authgwy/oregon/login.html>
- External candidates create a Workday profile  
<https://www.oregon.gov/das/hr/pages/workday.aspx>
- Search for Job Requisition ID: REQ-132223
- Application deadline: August 7, 2023

## **Current Cover Letter and Resume are Required**

### **Help Your Application Rise to the Top**

Your candidate profile, cover letter, and resume are the perfect opportunity to highlight your interest in the position and showcase the amazing skills and experience, making you the best candidate for the position. Candidates whose training and/or experience most closely match the requirements and needs of the position and who attach all necessary documents will be eligible for an interview. Submissions will be screened for consistency of information and communication skills at the professional level (attention to detail, spelling, grammar, etc.).

### **Special Information**

- To receive Veterans' Preference, you must complete the required Task that will be sent to you after successfully submitting your application. This Task will prompt you to provide the appropriate documentation for your Veterans' Preference point selection, and will be located on your Workday account. For questions about documentation, please visit: Veterans Resources, or call the Oregon Department of Veterans' Affairs at: 1-800-692-9666
- Understanding the State Application Process: <https://www.oregon.gov/jobs/pages/support.aspx>
- Reasonable Accommodations: <https://www.oregon.gov/employ/Agency/Pages/Reasonable-Accommodation.aspx>
- Resources for Job Seekers: <https://www.oregon.gov/jobs/Pages/index.aspx>
- Finalists will be subject to a computerized criminal history check. Adverse background data may be grounds for immediate disqualification
- This position requires you to possess and maintain a current valid, unrestricted, license to drive issued by the state of residence
- Workday related information and resources are available at: <https://www.oregon.gov/jobs/Pages/index.aspx>.

Applicants must be authorized to work in the United States. Applicants who require VISA sponsorship will not be considered at this time. For questions about the job duties, please contact Kathy Storm, Oregon Forest Resources Institute, at [storm@ofri.org](mailto:storm@ofri.org) or 971-673-2953. For questions about applying, please contact Paula Jones, Oregon Department of Forestry, at [Paula.L.JONES@odf.oregon.gov](mailto:Paula.L.JONES@odf.oregon.gov) or 971-375-1748.

**The State of Oregon commits to equity and diversity in all that we do. We are an affirmative Action/Equal Opportunity employer and encourage applications from members of historically underrepresented racial/ethnic groups, women, and individuals with disabilities, veterans, LGBTQ community members and others to help us achieve our vision of a diverse and inclusive community.**