



April 2025

## **Position Description: Administrative Assistant**

### **FOC Administrative Assistant**

- The ideal candidate will be hard-working, flexible, and able to undertake various support tasks.
- Must possess organizational, time management, and communication skills.
- This person will be comfortable working remotely and in the FOC office as scheduled, paying close attention to detail.
- This person will report directly to the Exec Director or Board Chair
- Candidate will be working and supporting other FOC staff as needed

### **Job Classification and Work Schedule:**

- \$18 per hour paid bi-monthly.
- Flexible Schedule: 12-20 hours per week with flexibility to fit the applicant's needs. Hours, not to exceed 1040 hours in the year.
- Regular time in the FOC office will be required; Some hybrid remote work possible.
- Location: Moscow, Idaho

### **Responsibilities: Event and Membership communications**

- Candidate will assist the Communications Lead on many facets of membership connections and engagement
- Assist in securing donations for all of our fundraising events
- Assist in membership list building and guest management, general data collection
- Manage donor acknowledgments and bank deposits in a timely manner
- Data Entry - Support Communications Manager with item descriptions, gathering images, and entering into software. Helps with item pickup items from donors
- Maintains accurate guest, members, advisors and allies list spreadsheet

### **General:**

- Support the Executive Director with basic administrative tasks as necessary
- Attend Staff Meetings when appropriate

**Membership:**

- Help grow and maintain FOC membership with a focus on increasing diversity, equity, and inclusion in our community.
- Update and manage membership data
- Conceptualize and activate donor-giving campaigns throughout the year

**Short Term Goals for 2025:**

- Help bring new donors in through various giving opportunities
- Help grow email subscriber list
- Assist building new business donor relationships

**Additional Comments:**

- This is a part-time position and maybe come a full time position if desired.
- Because of the sensitive nature of our database, all information within the organization will remain confidential.
- Must be able to drive a car and lift 35 lbs on rare occasions
- All are welcome and encouraged to apply
- Volunteers maybe available to assist the position.

**Application Instructions:**

Please send application materials (informal resume and cover letter) to Lynne Nelson  
lnelson394@gmail.com Please include “Admin Assistant & Your Name” in the subject line.

**FOC Mission:** To Preserve and Protect the vast wilderness and territories of the Clearwater and North Central Idaho from the St. Joe to the Salmon River.

Learn more about Friends of the Clearwater at [Friendsoftheclearwater.org](http://Friendsoftheclearwater.org)

WE love our team and our work in a friendly, casual and respectful environment doing what best serves the interest of Idaho’s outdoors.