



The Oregon Wheat Growers League is seeking an Administrative Assistant/Membership Coordinator

Position open until filled. Apply by October 6, 2023 for first round consideration

Position Description

Provides general office and administrative support to the Chief Executive Officer and Oregon Wheat Growers League. Coordinates membership activities.

Essential Functions

Office and Administrative

- **Daily Administrative operations.** Manage daily administrative operations of the OWGL office to include answering and directing phone calls, greeting visitors, processing incoming/outgoing mail and preparing correspondence.
- **Clerical Support.** Provide clerical support for Board and Executive Committee meetings, including preparation and distribution of agenda and materials, coordination of speakers and preparing meeting minutes.
- **Record Keeping and Filing.** Maintain project, financial and administrative filing system in paper and electronic formats.
- **Mailings.** Prepare and process bulk mailings.
- **Oversee Building Maintenance.** Arrange for and oversee office building and equipment repairs and services or installation of new equipment.
- **Inventory and supplies.** Manage inventories of office supplies/newsletter supplies.
- **Travel Arrangements.** Make travel arrangements for board members and staff.
- **Accounts Payable/Accounts Receivable.** Communicate with the CEO and accountant/bookkeeper to handle processing accounts payable and accounts receivable.
- **Credit Card Statements.** Reconcile credit card and other statements.
- **Event Support.** Provide event planning, coordination and execution, including annual convention.
- **Assist Staff/Boards.** Provide direct support to the CEO, Wheat League Board and Executive Committee, Wheat Foundation and WheatPAC.

Membership

- **Membership Campaigns.** Coordinate membership campaigns with dues renewal and membership recruitment efforts. Membership data processing and report generation.
- **Member Records.** Maintain computerized membership records and financial records; including the receipt of contributions and membership dues and processing them according to designated procedures. Database entry and maintenance.
- **Member Benefits.** Upgrade and maintain creative membership benefit packages to retain and attract new members in all membership classes.

- **Member Meetings.** Work with the CEO and County level Presidents to carry out programs and meetings at the County level, including assistance with invitations, coordination of speakers and other associated tasks.

Other

- Follow all office protocols, including safety requirements.
- Perform other duties relevant to the position, as assigned.

Qualifications and Requirements

Mandatory Qualifications

- High School diploma or equivalent.
- Proficiency with standard software programs, including the Microsoft Office Suite, email, database and internet applications.
- Excellent communication and interpersonal skills.
- Excellent attention to detail.
- Ability to multi-task.
- Ability to develop and maintain effective and positive working relationships.

Desired qualifications

At least two years of general office support work experience or related field; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in membership database management and/or with associations preferred.

Physical Requirements

While performing the duties of this job, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The job requires mobility. Duties involve moving materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicle and standard office equipment.

Supervision Received

This position works under the general supervision of the Chief Executive Officer.

Working Conditions

Usual office working conditions. This position is based in the OWGL office in Pendleton, Oregon. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Some evening meetings and infrequent travel are required.

Compensation and Benefits

OWGL offers a competitive compensation and benefits package. The salary range for this position is \$21.56 to \$23.95 hourly or \$45,000 to \$50,000 annually for regular full time, dependent upon the qualifications and experience of the candidate selected. This is a full-time non-exempt position. Typical Work Schedule: Monday through Friday, 8:00 a.m. – 5:00 p.m., with flexibility for certain evening meetings.

How to Apply:

Submit resume, cover letter and contacts for at least three professional references by **October 6, 2023 at 5 pm PST** for first round consideration. Submit via email or mail to:

Email

admin@owgl.org

Mail (ensure delivery by July 17, 2020)

Oregon Wheat Growers League
115 SE 8th Street
Pendleton, OR 97801

OWGL is an Equal Opportunity Employer. All employment decisions are made in accordance with all applicable federal, state and local laws. OWGL will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor