



WEST MULTNOMAH
Soil & Water Conservation District

Job Announcement

Administrative Specialist (part-time)

Position Title:	Administrative Specialist
Employment Type:	Regular, Part-time, FLSA non-exempt position
Pay Range:	\$29.32 -\$43.26 hourly. *Starting wage is up to \$35.64 per hour, depending on qualifications and experience.
Work Location:	3236 S. Kelly Ave., Suite 200, Portland, Oregon 97239 *This position is primarily office-based with the opportunity for limited remote work as approved and coordinated with the supervisor.
Schedule:	Not to exceed 22 hours per week or a total of 782 hours per fiscal year *Work hours to be established upon hire and are generally Monday through Friday; occasional evening, weekend, or early-morning work may be required to support meetings and organizational needs. *Attendance at monthly Board meetings is required; generally held on the third Tuesday of each month from 6 – 8pm.
Benefits:	Participation in the Oregon Public Employees Retirement System (PERS), optional employee-contribution retirement plan, personal cell phone stipend, paid holidays, paid personal time off, and sick leave. *This position does not include health benefits.
Application Deadline:	Sunday, August 23, 2026 by 11:59 PM (Pacific)

About this position

West Multnomah Soil & Water Conservation District (“District”) is pleased to announce an opening for an Administrative Specialist position. This is a dynamic role for someone who enjoys variety, takes pride in organization and customer service, and excels in relationship building and contributing to a team environment.

As the Administrative Specialist, you will perform a broad range of administrative, operational, and clerical duties to ensure the efficient and effective functioning of the office in a manner consistent with the legal requirements for special districts.

About the District

The [West Multnomah Soil & Water Conservation District](#) is a publicly funded special district conservation organization whose mission is to provide resources, information, and expertise to inspire people to actively improve air and water quality, fish and wildlife habitat, and soil health. The District partners with many organizations and individuals, including residents and private landowners, to accomplish its mission. The District’s [service area](#) includes Multnomah County west of the Willamette River, including all of Sauvie Island. Services include invasive weed management, wildlife and streamside habitat restoration, establishing community gardens, conservation focused workshops,

conservation planning for healthy forests, farms, streams, and soil, and financial assistance to community partners to expand the District's conservation reach.

What You Will Do

As the Administrative Specialist, you will ensure daily office operations are running smoothly; organize and support meetings by preparing agendas, meeting materials, recording minutes, and tracking follow-up items; manage facilities, fleet, records, supplies and office organization and filing systems; serve as a point of contact for public records requests, administrative inquiries from staff, partners, and the public. You will also support and recommend operational improvements and provide administrative support for District programs and special projects.

You will serve as Clerk of the Board of Directors, coordinating Board and committee meeting logistics, maintaining official records and resolutions, and ensuring compliance with Oregon public meetings law. Additionally, you will also support personnel administration by assisting with recruitments, onboarding and offboarding, and maintaining and updating standard operating procedures.

This position requires strong organizational and communication skills, attention to detail, sound judgment, and the ability to manage multiple priorities in a dynamic environment. Under the general direction of the District Manager, you will exercise independence in prioritizing work, improving administrative systems and processes, maintaining office operations, addressing challenges, and supporting initiatives that enhance the District's overall effectiveness.

A successful Administrative Specialist will be:

- **Results Driven:** Focuses on completing tasks in a timely, accurate, and professional manner.
- **Strong Communicator:** Builds trust and strong relationships through clear and respectful communications.
- **Collaborative:** Values teamwork and develops relationships to enhance the work of the District.
- **Organized and Detail-Oriented:** Uses strong organizational and prioritization skills and pays careful attention to detail while managing multiple priorities.
- **Values Diversity, Equity, and Inclusion (DEI):** Uses DEI concepts to guide and inform work.

To Qualify

Minimum Qualifications:

- A minimum of one year of professional administrative experience is required. Additional professional administrative experience and/or related experience may be combined to meet a total of two years of qualifying education and experience that demonstrates the ability to perform the essential functions of the position will be considered.
- Demonstrated proficiency in standard Microsoft Office technology and software applications (Outlook, Teams, Zoom, Word, Excel, PowerPoint).
- Demonstrated ability to communicate effectively and accurately in English through reading, writing, and speaking to a variety of audiences.
- Personal and professional commitment to diversity, equity and inclusion, including exploration of power and privilege, a willingness to self-reflect, and experience engaging with marginalized communities and individuals in a welcoming and respectful manner.
- Hold a valid state driver's license at the time of hire.

Preferred Knowledge, Skills, and Abilities (KSAs):

Knowledge

- Basic personnel administration practices.
- Public agency administrative practices and office management principles.
- Public records and meetings law.
- Board of Directors operations, meeting procedures, and resolution tracking.
- Fleet, facilities and workplace safety principles including OSHA compliance.

Skills

- Strong organizational and systems-development skills.
- Records management and document control.
- Meetings and logistics coordination.
- Research, cost analysis, and vendor evaluation.
- Basic office equipment troubleshooting and IT coordination.

Abilities

- Fluency in a language other than English.
- Type quickly (70-80wpm) and accurately.
- Ethical and responsible decision-making.
- Prioritization and effective multitasking.
- Operate with professionalism, tact, and discretion.
- Work independently and collaboratively in an office environment.
- Adapt to changing priorities.

Benefits

Benefits include participation in the Oregon Public Employees Retirement System (PERS), optional employee-contribution retirement plan, personal cell phone stipend, paid holidays, paid personal time off, and sick leave. This position does not include health benefits.

To Apply

For consideration, please submit a cover letter and resume in PDF format through our online form at: <https://wmswcd.org/2026/08/now-hiring-administrative-specialist/>. Your cover letter and resume should include details that demonstrate how you meet the minimum qualifications and any preferred knowledge, skills, and abilities. We will not accept applications submitted through any third-party systems such as LinkedIn or Indeed. **Applications must be received by Sunday, August 23rd, 2026, at 11:59pm.**

Applicants are eligible for Veterans' Preference when applying to West Multnomah Soil & Water Conservation District. For more information on required materials to submit, please review the [Veterans' Preference Policy](#).

Candidates from diverse backgrounds are encouraged to apply. The District is committed to finding a candidate who will thrive in this role and recognizes that valuable experience can be gained in many ways. We understand not every candidate will meet every qualification listed. Lived and other relevant experiences may demonstrate knowledge, skills, and abilities needed to be successful. If you're excited about this opportunity, we encourage you to apply.

A motor vehicle record and background check will be conducted following a conditional offer of employment. A record does not automatically disqualify an applicant from employment. Findings will be evaluated on a case-by-case basis, considering the nature of the offense, its relevance to the position, and applicable laws.

Equity and Inclusion

The District strives to build and sustain an inclusive environment that values fairness, equity, inclusion and belonging. All staff are expected to contribute to an inclusive environment. The District is committed to continuously evaluating and updating its programs to better serve historically underserved communities. In recognition of the need to address unconscious bias, remove cultural barriers in our programs, and eliminate disparities in our work, the District's Board of Directors adopted a [Racial Equity Statement](#).

District Redaction of Your Application Materials

In pursuit of our equity goals and to reduce the potential for unconscious bias, certain personal information will be redacted from submitted application materials before evaluation by the review team. Redacted information includes name, pronouns, contact information, links to social media accounts and personal websites/webpages, photographs, graduation dates and names of schools.

Pay Equity:

As an employer, the District complies with HB 2005, the Pay Equity Bill. We do not discriminate based on protected class in the payment of wages, and we do not screen applicants based on their current or past compensation.

Anti-Discrimination

West Multnomah Soil & Water Conservation District is an equal opportunity employer and service provider and does not discriminate based on any class or identity including age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status.

Terms of Employment

At-Will Employment. Consistent with Oregon law, either an employee or employer can terminate employment without notice and without cause.

Questions

For questions about the application process, or to request an accommodation to access and participate in this recruitment, email hiring@wmswcd.org or call (503) 238-4775, and leave a voicemail message with your name, phone number and inquiry.