

Inland Northwest Wildlife Council: Leaders in Volunteer Conservation More Than 60 Years.

The Inland Northwest Wildlife Council is accepting applications for the position of Administrative Secretary.

Since the founding of our organization in 1951, INWC's focus has been and continues to be putting volunteers in the field with the tools and supplies needed to make habitat improvements. The INWC is the proud producer of the annual Big Horn Outdoor Adventure Show at the Spokane County Fair and Expo Center.

Administrative Secretary Job Responsibilities:

- Provides administrative support/assistance to the Executive Director.
- Serves as the first point of contact for visitors and customers. Answers phone calls and supports visitors and members.
- Schedules hall rentals. Receives payment for rentals. Ensures accurate completion of rental agreements.
- Processes bird seed and other merchandise sales.
- Sends reminders for membership renewals. Logs, tracks, and processes new and renewed membership applications.
- Exhibits polite and professional communication in person, via phone, and in writing.
- Supports Executive Director and INWC members by performing routine office tasks and facility upkeep.
- Assists the Executive Director as instructed in the production and management of the annual Big Horn Show.
- Responds to inquiries from the public, vendors, members, and customers.
- Maintains supply inventories by checking stock to determine inventory levels, anticipating needed supplies, and placing orders for supplies.
- Other duties as assigned.

Work Hours & Benefits:

The Administrative Secretary will work a 40-hour work week, Monday – Friday from 8:30am – 5:00pm. Starting wage is \$15 per hour. After successful completion of a 6-month probation period, wage increases to \$15.50 per hour. Annual raises thereafter are dependent upon performance. Paid vacation after 6 months employment and paid sick leave after 90 days employment. Paid holidays. "Cafeteria Plan" style benefits, to include options for contribution towards personally obtained health insurance premiums, investments, or childcare costs.

Administrative Assistant Skills and Qualifications:

- Excellent customer service skills and a positive attitude
- Strong organizational and critical thinking skills
- Professionalism and Reliability
- Excellent verbal and written communication
- Proficient in Microsoft Office programs (Word, Excel, etc.).
- Enthusiasm for INWC's mission and a like-mindset towards hunting/fishing/outdoors

Education and Experience Requirements:

- High school diploma or GED
- 2 years of office/clerical experience
- Knowledge of appropriate software including Microsoft Word, Excel, Outlook, Microsoft PowerPoint, and Adobe Acrobat
- Must have reliable transportation to/from work and other offsite locations as assigned.
- Offer of employment will be dependent upon successful passing of a criminal background check through Washington State Patrol.

To Apply:

Submit resume with cover letter to:

Inland Northwest Wildlife Council

Attn: Hiring Committee

6116 N Market St. Spokane, WA 99208

Or email resume and cover letter to: secretary@inwc.org

Resumes must be received no later than 5pm on Friday, July 1, 2022.