



Position: Administrative Assistant

Position Reports to: CEO

Division: Operations

Location: Home-based office in the contiguous US

Status: Full-time

FLSA: Exempt

Supervisory Position: No

Background:

WoodWorks (www.WoodWorks.org) is America's 'go to' organization for project assistance and resources related to commercial and multi-family wood buildings.

We are looking for a skilled professional to be part of our team. In addition to an impressive compensation and benefits package, WoodWorks offers an enjoyable team atmosphere, schedule flexibility, a high level of professionalism and the chance for a rewarding career in the wood industry.

PRIMARY ROLE:

The Administrative Assistant will work directly with the CEO in helping on multiple initiatives, including funding reports critical to the organization, as well as Diversity, Equity, Inclusion and Accessibility (DEIA) Initiatives.

If you are an individual who is self-motivated, meticulous about your work and team oriented this may be a dream opportunity for you.

ESSENTIAL JOB FUNCTIONS:

- Assist in the preparation of Funding reports (100+ pages) at multiple times during the year, including the following tasks:
 - Proof reading funding report write ups in OneNote
 - Transferring / compiling to a large Word report
 - mapping the appropriate write ups and images to the correct sections
 - Proof reading the 100+ page reports and formatting them with the proper headers
 - Ensure all required sections are complete, including formatting the documents, converting to PDFs, combining PDFs and bookmarking them
 - Upload reports to the online system, documenting the process and dates

- Assist with activities related to Board Meetings including the following tasks:
 - Help create the meeting materials from the funding reports and the CEO's additional notes
 - Help create PowerPoint presentations for the meeting
 - Take notes during the meetings, type up the minutes, then organize the minutes for audits

- Help create PowerPoint presentations
- Assist with other Miscellaneous Activities of the Organization including but not limited to the following:
 - Contact research and data entry
 - Event expense tracking
 - Stakeholder newsletter support
 - Team Member Outreach
- Assist in Diversity, Equity Inclusion and Accessibility (DEIA) Initiatives including but not limited to the following tasks:
 - Assist in Creating and Implementing the Strategic Plan, taking Direction from the DEIA Committee
 - Serve as the Manager for DEIA initiatives to insure continual progress on the strategic plan is being made and keeping the team informed as to the status of progress for next steps and action items
 - Research a wide variety of items needed for the plan and document the research, while keeping the team informed.
 - Write reports as needed, both internal and external as needed
 - Social media posts related to this initiative

QUALIFICATIONS:

- Bachelor's Degree
- Advanced expertise in Word, Adobe, OneNote PowerPoint and online research.
- Prior experience compiling and proof-reading 100+ page reports
- Ability to take initiative and work independently without direct supervision
- Extremely well organized
- Excellent oral and written communication skills
- 5+ years experience
- Interest in Diversity, Equity, Inclusion and Accessibility (DEIA)
- Team Oriented

ABOUT WOODWORKS

WoodWorks provides free project assistance as well as education and resources related to the design of non-residential and multi-family wood buildings across the U.S. Our technical experts offer support from design through construction on a wide range of building types—including commercial, office, multi-family/mixed-use, educational, institutional and public.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Woodworks is an active Equal Employment Opportunity Employer, M/F/D/V. Woodworks welcomes men and women regardless of race, color, national origin, religion, age, sex, disability, veteran status or other category protected by law.

To apply for this position, please email careers@WoodWorks.org with your resume and why you are interested in the position.