



Prince William Sound Regional Citizens' Advisory Council

Job Description

Job Title: Project Manager Assistant – Anchorage, Non-Exempt

Date: January 8, 2019

Job Reports To: Director of Administration

Job Summary: Duties include providing administrative and logistical support for assigned PWSRCAC Board and technical committees. Provides administrative support to project staff and assists administrative staff. This position manages specific components of programs and projects as assigned by the Director of Administration, Director of Programs and project managers.

MAJOR RESPONSIBILITIES/ACTIVITIES

The Project Manager Assistant works closely with Project Managers to complete the following duties.

Committee Support

- Assist staff and volunteers efficiently and courteously
- Facilitate the work of PWSRCAC standing committees and project teams as assigned, including assistance with development and distribution of meeting materials, meeting logistics and travel, keeping meeting minutes, record-keeping, volunteer assistance
- Develop all aspects of projects and programs as assigned, in coordination with other project staff and volunteers
- Coordinate with project managers and upper management on the needs of the committees and to ensure a uniform approach to accomplishment of the assigned projects
- Maintain committee and project team webpages for project information.
- Provide committee chairs with summary updates for presentation at board meetings
- Manage and distribute project proposal materials as requested
- Assist with development and administration of committee budgets and work plans
- Assist with the facilitation of project team and working group meetings as needed
- Assist committee volunteers with education opportunities, including conferences and other appropriate events and assist with travel arrangements

- Assist in the organization of the annual Science Night including logistics, refreshments, speakers, and public attendance
- Assist in the organization of the annual Long-Term Environmental Monitoring Program retreat

Document Management

- **Perform document management inputting functions.**
- As requested, archive committee meeting documents including minutes, agenda items and other documents into PWSRCAC's document management system. Archive other documents related to projects as requested.
- Maintain updates in contingency plan manuals

Proposals, Contracts, and Budgets

- Assist project managers in developing requests for proposals, in preparing contracts, processing invoices, and reviewing reports.
- Work with project managers to advertise RFPs, respond to inquiries and coordinate review of RFPs received as directed
- Participate in the internal audit of contract files
- Prepare annual committee budgets and participate in long-range planning
- Review committee budget status reports with the Financial Manager to address budget issues

General

- Work with the administrative assistant as primary back up for the front desk/phone answering responsibilities
- Perform research (e.g. literature, statistics) on projects if requested by project managers
- Take minutes and provide other support at meetings as assigned
- Participate as a member of the PWSRCAC Emergency Response Team at drills and incidents as assigned
- Maintain positive work relationships with agencies, industry and other groups
- Respond to general requests for information on items related to PWSRAC projects
- Assist volunteers in preparing expense reports and trip reports for travel to conferences and other such events
- Work closely with administrative staff for clerical assistance such as helping to cover phones, and assisting with the preparation and distribution of Board Meeting materials as directed
- Stay informed on current oil spill prevention and response issues in Alaska

MINIMUM REQUIREMENTS

Education

Four year degree or equivalent related experience.

Preferred Experience

- Experience in project and/or contract management
- Experience working with volunteers
- Familiarity with Exxon Valdez oil spill region
- Familiarity with Alyeska terminal and oil transportation in Prince William Sound
- Document Management

Special Skills

- Strong written and verbal communication skills
- Strong organizational skills
- Attention to detail
- Work effectively and constructively with team members as well as independently
- Computer literacy to include competency with current Windows software, Microsoft Office products including, Outlook, Word, Excel, PowerPoint and Publisher and working familiarity with Adobe, Filemaker Pro, and WordPress products preferred.
- Work under pressure and meet tight deadlines
- Competency with the use of the Internet for research and with standard business machines (e.g. copier, scanner, fax) and working familiarity with internet social media applications

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.