



## **PRINCE WILLIAM SOUND** **REGIONAL CITIZENS' ADVISORY COUNCIL**

### **Prince William Sound Regional Citizens' Advisory Council Job Description**

Job Title: Administrative Assistant, Non-Exempt  
Date: October 2026  
Location: PWSRCAC office in Anchorage, Alaska  
Job Reports To: Director of Administration

**Job Summary:** The Administrative Assistant provides general administrative and clerical support to the Anchorage and Valdez staff, managers, and volunteers. Key duties include supporting the digital document management program, serving as the staff liaison to the organization's IT contractor and technology vendors, supporting meeting logistics and travel arrangements, and providing day-to-day office support.

### **MAJOR RESPONSIBILITIES/ACTIVITIES**

#### **Document Management**

- Assist the Director of Administration with the administration of the digital document management program.
- Collaborate with members of the document management inputting team to upload and digitize archival documents, and input metadata into the digital archive using FileMaker Pro.
- Archive meeting documents, including minutes, agendas, and related materials, into the document management system.
- Help develop and maintain protocols and guidelines for the document management program, including the document management manual.
- Support training of other staff in document management best practices.
- Serve as a liaison with the database host/designer, PK Information (PKI).
- Assist with the maintenance of paper and digital filing systems, including SharePoint and Microsoft Teams sites, to help staff store and organize documents appropriately and securely.

#### **IT Liaison & Technology Support**

- Serve as the primary staff point of contact with the organization's IT contractor (currently Arctic IT), reporting and tracking support requests and following up to ensure timely resolution.
- Assist the Director of Administration with staff technology questions as needed.
- Coordinate with technology vendors and service providers, including those supporting copiers/printers, telephone systems, and network equipment, to

schedule service and resolve issues.

- Maintain an inventory of technology equipment and software, and track software subscriptions, license renewals, and domain registration expiration dates.
- Assist with administering software subscriptions and user accounts (e.g., Microsoft 365, Adobe Creative Cloud, Zoom, Egnyte, Keeper, Mailchimp, etc.) with the Director of Administration.
- Prepare technology information sheets and coordinate IT setup for new employees with the Director of Administration.
- Help communicate IT policies, security protocols, and training opportunities to staff, and coordinate staff technology training with the Director of Administration.
- Coordinate video conferencing platforms and support audiovisual (A/V) setup for Board and other meetings, including transporting equipment and setting up the digital discussion system, cameras, speakers/microphones, projectors, and other peripherals.

### **Meetings & Travel Support**

- Assist with logistics for Board and staff meetings, including room setup and preparation of materials.
- Provide backup support for Board, volunteer, and staff travel arrangements as needed.

### **General Administrative Support**

- Provide general administrative and clerical support to Anchorage and Valdez staff, project managers, and volunteers.
- Greet and assist individuals courteously, both in person and over the phone; screen and route calls, take messages, and respond promptly to information requests.
- Assist in processing incoming and outgoing mail, including mailing materials to the Valdez office and other recipients as required.
- Assist with mailing outreach and volunteer materials.
- Maintain and stock inventory, procure office supplies as needed, and operate and maintain standard office equipment.
- Help organize and maintain the office library.
- Help order and distribute PWSRCAC business cards and name tags for staff and volunteers.
- Assist in maintaining the staff auto insurance and driver's license information log.
- Assist with routine clerical tasks such as filing, routing documents for approval, and processing receipts as requested.
- Perform work-related errands as necessary.
- Participate as a member of the PWSRCAC Emergency Response Team at drills and incidents as assigned.
- Ensure that all work efforts are conducted in accordance with approved policies and procedures.

- Foster and maintain strong, positive working relationships with PWSRCAC staff and volunteers.
- Other duties as assigned.

## **MINIMUM REQUIREMENTS**

### **Education**

- Associate degree or a minimum of two years of completed undergraduate coursework. An equivalent combination of education and experience may be substituted.

### **Experience**

- A minimum of two years of experience in an office environment providing administrative support.
- Experience inputting or managing documents in a digital document management system is preferred.
- Experience working with IT vendors or providing basic technology support is a plus.

### **Preferred Knowledge, Skills, & Abilities**

- Competence in Microsoft 365, including Word, Excel, PowerPoint, Outlook, Teams, and SharePoint.
- Comfort with technology and the ability to quickly learn new software, with general familiarity with common office hardware and basic troubleshooting.
- Knowledge of or ability to learn database applications, specifically FileMaker Pro and Airtable.
- Proficiency with video conferencing platforms such as Zoom and Microsoft Teams.
- Familiarity with Adobe Creative Cloud applications is a plus.
- Experience coordinating meetings; experience making travel arrangements is a plus.
- Experience setting up A/V equipment is a plus.
- Strong reading comprehension, writing, and verbal communication skills.
- Effective time management skills, with the ability to prioritize tasks and meet deadlines.
- Demonstrated integrity, reliability, and ethical behavior.
- Meticulous attention to detail and accuracy in task completion and data entry.
- Ability to work collaboratively with, assist, and train, as needed, a diverse group of individuals.
- Ability to work independently or as part of a team.

**Physical Requirements**

- Essential Job Responsibilities: Work-related errands are a required responsibility, necessitating a current driver's license, reliable transportation, and personal auto insurance.
- Lifting and Mobility: Candidates must be able to lift up to 50 lbs and possess a high degree of mobility, as they may need to perform tasks such as transporting equipment from the office to remote meeting locations that may involve carrying equipment up and down stairs, getting on and off a boat, and setting equipment up in constricted spaces.

**Other**

- This position will require verification of education and employment history.
- Testing may be administered to verify skills.
- Personal and professional references will be contacted.

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