



PRINCE WILLIAM SOUND REGIONAL CITIZENS' ADVISORY COUNCIL

Prince William Sound Regional Citizens' Advisory Council Job Description

Job Title: Project Manager Assistant, Non-Exempt
Date: August 2025
Location: PWSRCAC Office in Anchorage, Alaska
Reports To: Director of Administration

Job Summary: Key duties include supporting technical and Board committees with scheduling meetings, distributing materials, drafting minutes, and maintaining records. This role also serves as an inputter for digital document management, and offers general administrative support to managerial staff, project managers, and committees.

MAJOR RESPONSIBILITIES/ACTIVITIES

Committee Support

- Schedule, coordinate, and facilitate committee and project team meetings. This includes development and distribution of meeting materials, drafting meeting minutes, providing project and committee record-keeping, and maintaining committee webpages.
- Provide committee chairs with summary updates for presentation at Board meetings.
- Assist in developing aspects of projects and programs as assigned, in coordination with other project staff and volunteers. Coordinate with other staff on the needs of the committees to ensure a uniform approach in accomplishing assigned projects.
- Assist Project Managers in developing requests for proposals (RFP), advertising RFPs, responding to RFP inquiries, coordinating the review of proposals, compiling documentation for records, preparing contracts, processing invoices, and reviewing reports.
- Assist with development and administration of committee budgets and work plans and participate in the Long Range Planning process.
- Review committee budget status reports and bring comments and recommendations to the Project Manager and/or the Director of Finance.
- Assist volunteers with their membership renewals on various technical and Board committees.

Document Management

- Work with the Document Management Administrator and members of the inputting team to upload and digitize archival documents. Input metadata into the digital archive via FileMaker Pro 19 or current software.
- Archive committee meeting documents including minutes, agenda items, and other documents into the document management system.
- Take the lead on updating contingency plan manuals and electronic copies, and any spreadsheets to track updates, if applicable.

General Support

- Build and maintain effective working relationships with PWSRCAC staff and volunteers.
- Collaborate with Anchorage and Valdez staff to maintain consistency in workflow between the two offices.
- Assist with updating, maintaining, and inventorying PWSRCAC outreach materials.
- Assist with copyediting of Council documents and publications.
- Assist with mailing outreach and volunteer materials.
- Review publications and correspondence to stay informed on projects and issues.
- Take the lead on booking airline, hotel, rental car, and other arrangements for Board, volunteer, and staff travel.
- Help with filing travel documentation, including out-of-state travel requests, personal travel cost-comparisons, trip reports, and other travel-related documents.
- Review all travel claims for consistency prior to processing to ensure all PWSRCAC travel policies are followed.
- Assist staff and committee volunteers with coordination of education and outreach opportunities, including conferences and other appropriate events.
- Assist volunteers with preparing trip reports and travel reimbursement forms as needed.
- Assist in planning and coordination of PWSRCAC events. Including but not limited to, setup and takedown, volunteer coordination, scheduling logistics, speakers, and public attendance.
- Participate as a member of the PWSRCAC Emergency Response Team at drills and incidents as assigned.
- Assist with writing Observer articles and assist with updating the mailing list.
- Assist with volunteer appreciation and recognition gifts.

Finance Support

- Maintain the confidentiality of all financial records.
- Effectively and accurately use Sage Intacct.
- Assist in the development of Sage Intacct training materials.

- Maintain vendor files, account files, and other financial record filing needs.
- Assist with maintaining contractor files, including Request for Proposal documentation, ensuring accurate and complete records.
- Match invoices and purchase orders with contracts as requested.
- Handle errands as needed.
- Assist Director of Finance with auditing tasks upon request.

MINIMUM REQUIREMENTS

Education

- Associate degree, or minimum of two years of completed undergraduate courses.

Experience

- Two years' experience in an office environment.

Preferred Knowledge, Skills, & Abilities

- Experience with scheduling and running meetings, and writing minutes and notes, as well as creating meeting packets and other materials to be distributed to staff and committee members.
- Familiarity with working with volunteers.
- Experience in customer service, and/or making travel arrangements and coordinating events.
- Knowledge of how to update webpages (currently WordPress) with meeting materials and other administrative details.
- Experience inputting documents into a digital document management system.
- Familiarity with Microsoft Office 365 (Word, Outlook, Excel, PowerPoint, Access, and Teams).
- Knowledge of Sage Intacct or the ability to learn it.
- Experience with video conferencing platforms: Zoom and Microsoft Teams.
- Knowledge of or ability to learn FileMaker Pro.
- Demonstrated integrity, reliability, and ethical behavior.
- Ability to work independently or as part of a team.
- Strong attention to detail and thoroughness in completing work tasks. This position requires accurate data entry in computer accounting systems, databases, paper files, contract files, and procurement and travel transactions.
- Strong reading comprehension.
- Active listening skills are required and necessary for success.
- This position requires good written and verbal skills and the ability to communicate clearly.
- Ability to prioritize tasks and meet deadlines.

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