

Administrative Executive

The Columbia Development Authority is an ORS 190 organization comprised of the Confederated Tribes of Umatilla, Morrow County, Port of Morrow, Port of Umatilla and Umatilla County. The authority's primary responsibility is to implement directives outlined in a federally agreed upon programmatic agreement, along with board direction.

The Columbia Development Authority is seeking a full-time Administrative Executive with a minimum of 10+ years of experience to work in collaboration with its Executive Director. A bachelor's degree from an accredited university may be substituted for four years of work experience. Obtainment of a QuickBooks and Microsoft Office Certificate may be substituted for one year of work experience.

Responsibilities of the Administrative Executive includes grant writing, project management, board meeting coordination and follow up, community engagement and financial bookkeeping – utilizing QuickBooks. The Administrative Executive will be expected to carry out other miscellaneous duties and responsibilities as assigned.

The correct Administrative Executive will have a valid driver's license and successfully pass a criminal background check. Travel may be required. Regular office hours are Monday through Friday, 8am to 5pm. Overtime may be required.

The salary range is \$90,000 to \$110,000 with a full benefit package.

The position will remain open until filled.

Please email your resume to columbiadirector@gmail.com.