



# Executive Assistant

## RiverRestoration

Carbondale, Colorado

### Company Description

We offer a unique and specialized solution to river restoration projects throughout the Intermountain West and Nationally. At RiverRestoration, we endeavor to design from a river centric perspective. Every design or recommendation should relate back to a direct improvement in the social, economic, and environmental/ecological values of a healthy river. Candidates should maintain this perspective, convey the benefits of this perspective to prospective clients, and share this perspective through a variety of marketing materials.

What it really comes down to is our commitment to developing strong, long-lasting relationships, that go beyond the technical services that are expected. Simply put, RiverRestoration is technically proficient in our service offerings - it is expected and important, but only represents one portion of our partnership. We take pride in being a client-focused organization.

### Job Description

RiverRestoration is seeking applicants for a marketing and administrative assistant for its Carbondale office in Western Colorado. Responsibilities:

- Writing and editing technical design proposals, including cover letters, resumes, and project descriptions/approaches
- Seek prospective work through a variety of procurement sources
- Identify new sources of prospective work
- Develop visually attractive and clear statements of qualification and project proposals
- Website management (Weebly) Social media management
- Office management: organizing meetings, managing databases, organizing company events or conferences, implementing and maintaining procedures.
- Strong communication skills, including technical proposal writing.
- Competency in Adobe InDesign and Illustrator
- Strong attention to detail, ability to think strategically
- Experience with responding to Requests for Proposals from a variety of entities, especially local, state, and federal governments and NGOs.
- Excellent organizational and management skills including team work within a small office setting.
- Knowledge of architect / engineering business processes in preferred.
- Knowledge of rivers and river systems is preferred.
- Knowledge of government procurement processes a plus.



**Minimum Qualification Requirements:**

- Bachelor’s degree in business administration or other related field.
- 5 years of professional experience.
- Highly skilled with MS Office and other common productivity software packages.
- Proven organizational skills.
- Experience managing multiple calendars for different managers.
- High emotional IQ and professional demeanor.
- Excellent communication skills.
- Must be able to maintain confidences.
- A no excuses, desire to grow attitude.
- A current driver’s license.
- TEAM player.
- Ability to work in a drug free environment.

**Preferred Qualifications:**

- Previous experience taking and distributing meeting notes/minutes.
- Previous experience managing contracts.
- Previous experience managing insurance certifications.
- Previous experience tracking and managing licensure.
- Experience supporting “C Suite” executives.
- Marketing/Branding experience, including graphic design and layout.

At RiverRestoration, we have a strong culture and our staff is:

- Highly competent with strong backgrounds in science and applied real world experience
- Highly productive with the ability to efficiently create valuable work product
- Passionate about healthy rivers
- Dedicated with a strong sense of loyalty to workmates
- Confident, outgoing and communicative
- Self-starting, forward thinking and motivated

The Executive Assistant will support key company managers, and independently manage specific portions of Operations and Business Development/Marketing functions and perform other important administrative duties. The successful candidate will serve a critical role in facilitating the administrative functions of the office and in supporting senior leadership on top corporate initiatives.

To apply, please email a cover letter and resume to [career@riverrestoration.org](mailto:career@riverrestoration.org).

**RiverRestoration is an equal employment opportunity company; women, minorities, veterans, and individuals with disabilities are encouraged to apply.**