

Work Vapor

<https://workvapor.com/jobs/environmental-watershed-program-support-assistant-role/>

Environmental Watershed Program Support Assistant Role

Hiring organization

Skagit Watershed Council

Base Salary

USD 26 - USD 27

Employment Type

Full-time, Part-time

Description

Company: Skagit Watershed Council

Job Location

United States

Position: Program Assistant

Remote work from: United States

Industry: Environmental Conservation / Nonprofit

Date posted

03/17/2026

Location: Mount Vernon, WA 98273, United States (Hybrid – Remote + Office)

Employment Type: Part-time

Salary: From \$26.77 per hour

Email: council@skagitwatershed.org

Benefits:

- Health insurance
- Paid time off
- Flexible schedule
- Retirement plan (Simple IRA with 3% matching)
- Annual healthcare stipend of \$3,000

Meeting & Event Coordination:

- Provide administrative coordination for council and committee meetings
- Prepare meeting agendas, documents, and materials
- Record and distribute meeting minutes
- Coordinate logistics for events such as the Annual Lunch and quarterly member meetings
- Support scheduling and follow-up for board and committee meetings

Membership & Communication Support:

- Maintain membership records and update participation details
- Assist with member communications and outreach activities
- Provide support to members, partners, and public inquiries
- Maintain contact databases and email distribution lists

Financial & Grant Administration:

- Assist with grant billing, invoicing, and expense documentation
- Support budget tracking and financial reporting processes
- Coordinate documentation with accounting contractors and vendors

Administrative & Office Management:

- Manage office supplies, equipment, and workspace organization
- Maintain organizational calendar and meeting schedules
- Organize and maintain digital and physical organizational records
- Support documentation of organizational history and archives
- Assist the Executive Director with assigned administrative projects

Required Qualifications:

- Minimum 3 years of administrative support experience
- Strong organizational and communication skills
- Experience managing records, meeting materials, and documentation
- Proficiency with Microsoft Office tools including Microsoft Teams
- Valid driver's license and access to a personal insured vehicle

Preferred Qualifications:

- Familiarity with Skagit watershed or salmon recovery programs
- Basic bookkeeping experience
- Bachelor's degree in natural resources or related field

Work Environment:

- Hybrid work arrangement based in Mount Vernon, Washington
- Office location: 815 Cleveland Avenue, Suite 201, Mount Vernon
- Some meetings held across Skagit County
- Flexible remote work possible for certain tasks

How to Apply:

Send your **resume, letter of interest, and 3 professional references** to council@skagitwatershed.org (please confirm receipt).

Application Deadline:

Open until filled – first review begins March 30, 2026.