



Administrative Assistant

About the Position

PointNorth Consulting is seeking a full time Administrative Assistant for the communications team of the Interstate Bridge Replacement (IBR) program. The position requires attention to detail, thorough and timely execution, and experience in administrative duties. Strong communication skills are required. The Administrative Assistant will work with team members at all levels of the company and on the IBR team, and interface externally with our clients and the community. The Administrative Assistant will work on a team of administrative support to assist a range of program communications efforts, including; scheduling, deliverable tracking, database management and general administrative support.

Applicant must be practiced at complex time and task management, and must demonstrate reliability, composure, and the ability to effectively communicate with clients, community members and our team. The Administrative Assistant will schedule program meetings, track and report on program tasks/deliverables, review and respond to program communications and track in databases, and provide general program administrative support. While a background in transportation or infrastructure mega projects may be helpful in this position, we welcome applicants who are interested in increasing their understanding of communications within the transportation sector.

In addition to the work described above, the Administrative Assistant will participate actively and regularly in PointNorth Consulting's internal meetings, events, and workgroups. They will be asked to contribute their perspective to the ongoing evolution of our best practices as a company.

About PointNorth

PointNorth Consulting is a strategic communication firm founded in Vancouver, WA as a woman-owned, minority small business in 2018. Our mission is to strengthen leaders and empower teams through strategic communication and organizational development. We believe our values drive our passion. We are strategists, storytellers and committed communicators.

Our expertise includes strategic communication, organizational development, brand building and business consulting. We serve a variety of organizations in the Pacific Northwest ranging from architects, engineers and contractors to educational service districts and public agencies.

Racial Equity Statement

As a small, minority owned business enterprise, we believe our world is better when we embrace our differences. We believe our power is in the diversity of our differences and the belonging that results from an inclusive and supportive workforce. We will see you. We will listen. We will do the right thing, no matter what.



PointNorth is an equal employment opportunity employer. Every employee has the right to work in surroundings free from all forms of unlawful discrimination. All employment decisions are made without regard to race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, gender expression, age, honorably discharged veteran or military status, disability, genetic information or any other characteristics protected under law.

What it is like to work at PointNorth

The PointNorth team works independently and collaboratively. We value hard work, an entrepreneurial spirit, integrity, and authenticity. We also value strong connections to our team and our community.

PointNorth culture is dynamic and fast-paced which requires excellent time management skills and flexibility. All members of the team are currently working remotely, participating in regular meetings with clients and colleagues via phone, video, and conference call. The Administrative Assistant will need to be available to work and be responsive during regular business hours 8 am - 5 pm M - F with potential evening or weekend work. We have a physical office located in Vancouver, WA that we hope to eventually return to. The office has some group meeting spaces and individual workstations. Once health guidelines allow, this position will report to a program office in Vancouver, WA and be expected to be present in the office on a daily basis.

Position Reports to: President

Classification: Exempt

Primary Responsibilities:

- Prepare and revise material such as correspondence, reports, records, forms, and meeting notes, and assist with the production of plans and technical specifications
- Proofread and edit documents for grammar, spelling, punctuation, and format
- Schedule and maintain calendars and appointments for team of 40+ members
- Organize logistics for large meetings (virtual and in-person)
- Attend program meetings and take notes, maintaining action item lists, and tracking progress of those action items, and following up on action items as appropriate.
- Track program tasks, deadlines and deliverables, providing regular updates as requested
- Maintain accurate and up to date communications database, tracking and reporting on stakeholder engagement
- Responsible for the production and distribution of project deliverables, including; production work, document control tasks, preparation of forms and letters, maintenance of distribution lists, and coordination efforts with team members, the client, and outside vendors



- Manage and maintain multiple email accounts, including support of distribution and correspondence associated with regular mass email notifications and newsletters.
- Responsible for filing working documents and ensuring appropriate files are entered into program databases and shared files
- Coordinate with many team members, some that are located in other offices
- Special projects as assigned
- Represent PointNorth at group meetings and public & private events
- Develop, organize, and logistically manage discussion groups, workshops, trainings, round-tables, and other events (virtually or in person as appropriate)
- Prepare presentations for client meetings and trainings
- Provide program research, reviewing and synthesizing data into succinct and meaningful reports
- Monitor accurate budgets for assigned projects and tasks, ensuring fiscal responsibility and compliance
- Coordinate monthly billing, develop monthly invoices in collaboration with Billing Manager, review invoices for accuracy
- Represent PointNorth in a positive and professional manner to stakeholders, clients, peers, public officials, community groups, business, and other partners

Skills and Qualifications:

- Organized and detail-oriented
- Prepared to contribute to our full team
- Adaptable and flexible to meet the needs of changing priorities
- Self-motivated and comfortable working independently and as part of a dynamic, interdependent team
- Able to work in a fast-paced, deadline-oriented environment
- Effective and reliable communicator with a wide variety of populations in virtual, phone and in-person settings
- Proficient in MS Office 365, including Outlook, Word, Excel, SharePoint, Teams, Planner
- Comfortable with taking direction, yet able to take the initiative as needed
- Able to reliably set priorities, manage multiple tasks, and meet deadlines
- Able to track and report on program tasks and deliverables
- Proficient in standard office procedures, software, and communications technology
- Effectively use databases and other tools for communications and data management
- Ability to accurately collect, review and synthesize information, then disseminate into succinct and meaningful reports
- Able to monitor, and adhere to a fiscally responsible budget
- Cooperative & collaborative team member with ability to communicate in a professional and respectful manner with all clients, co-workers, stakeholders, community members, public officials, and other business partners



- Demonstrate a positive attitude regarding work assignments, team work, and company mission
- Passion for the mission of PointNorth

While not required, the following qualifications will make applicants more competitive:

- Experience and understanding of the transportation industry
- Demonstrated success in prior, similar roles
- Experience working on a infrastructure mega project
- Experience in consulting firms
- Proficiency in Spanish or other common second language in BIPOC communities in the SW Washington/Portland metro region
- Understanding of DEI principles and best practices

Required Work Experience

Minimum 3 - 4 years of experience in a similar administrative role. Demonstrated history of communicating with the internal teams and external clients and communities. Demonstrated history providing project administrative support.

Working Conditions/Physical Demands

Work is currently performed in a remote home office environment, but will eventually include in-office (located in Vancouver, WA) and work in the community. This includes long periods at a desk. Work is oriented to community service and subject to constant work interruptions. Position requires the employee to regularly facilitate meetings and deliver presentations to community members, and other business partners, in both small and large groups. Employees may work under the stress of continual contact from clients, community members, co-workers and business partners, and the pressure to meet deadlines. Requires availability 8 am - 5 pm M - F with potential evening or weekend work. Must occasionally lift and/or move up to 25 pounds. Position may require the ability to travel regionally for work activities.

PointNorth is an equal opportunity employer, committed to developing an organization that is reflective of, and sensitive to, the needs of the diverse community we serve. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. We invite members of all diverse communities to apply.

Annual salary range: \$46,000 - \$54,000 dependent on qualifications and experience.

Please send resume and cover letter to joinus@pointnorthinc.com

Open until filled. First review by January 8, 2021.