



Administrative Officer

The WA Tree Fruit Research Commission is a grower-funded commodity organization with a mission to identify and support the research and industry service needs of the Washington tree fruit industry. The WTFRC board includes appointments made by the Washington State Fruit Commission, the Washington Apple Commission, and the Washington Director of Agriculture. Commissioners are active fruit growers or have a substantial interest in the production of tree fruit. Additionally, the WA Tree Fruit Research Commission manages the research program funded by the Fresh Pear Committee and Processed Pear Committee, both federal marketing orders representing pear growers in Oregon and Washington.

The WA Tree Fruit Research Commission is seeking an Administrative Officer (AO) in our Wenatchee or Yakima office to fill a crucial role on our team. The AO reports directly to the Executive Director and is responsible for the duties below:

- Grant management
 - Set-up new grant accounts, send funding notifications and turn-downs, work with agencies to execute contracts
- Research Review coordination
 - Create draft meeting agendas, compile reports and assemble for printing, venue logistics and lead staff in event planning and execution
- Communications
 - Point person for all general inquiries. Ongoing communication with researchers, Commissioners, and committee members.
 - Assist in development and implementation of administrative policies and procedures
 - Update standard operating procedures (SOP) documents
 - Take minutes at board meetings
- Compliance
 - Manage and ensure audit compliance for state, federal and private grants
 - Prepare and maintain documentation for personal service contracts, vendor competition and yearly state and federally required filings and reports
 - Oversee and organize Commission response to public records requests
 - Manage and ensure board and staff compliance with all commodity commission laws
- Budget and Finance
 - lead all budgetary procedures including purchasing, bill preparation, annual budget drafts,

prepare and work with accounting office on financial issues including biennial audit preparation.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum 4-year college degree in communication, business, or applicable field.

Well-developed skills in written oral and electronic communications, ability to manage numerous deadlines and requests from multiple individuals. Highly skilled in time management, work-load prioritization, and organization.

Strong knowledge of Microsoft software including Word, Excel, and PowerPoint.

Experience with virtual meeting software (Zoom, GoToMeeting, Skype etc.).

Confident and welcoming attitude when dealing with customers and in large meeting settings.

Comfortable in lifting and carrying at least 20 pounds.

PREFERRED EXPERIENCE

Experience in federal, state, or local government reporting and policies highly desired. Knowledge of or interest in the local tree fruit industry.

COMPENSATION

This position is an exempt, full-time position with benefits including medical, dental, vision, and retirement via the state of Washington. Salary range is \$45,000 - \$60,000 dependent on experience. Applications will be accepted until the position is filled. Information on the WA Tree Fruit Research Commission is available at www.treefruitresearch.org.

TO APPLY, SEND RESUME AND REFERENCES VIA MAIL OR EMAIL TO:

Dr. Ines Hanrahan, Executive Director
WA Tree Fruit Research Commission
105 S. 18th Street
Suite #227
Yakima, WA 98901

E-mail: hanrahan@treefruitresearch.com