



TOGETHER FOR NATURE



## NOW HIRING

# IT and Office Administrator

Application Deadline: December 29, 2020

**Job Title:** IT and Office Administrator  
**Department:** Operations  
**Reports to:** Chief Operating Officer  
**Classification:** Full Time, Non-Exempt  
**Salary range:** \$16.50-\$17.50 per hour plus benefits

**Benefits Include:**

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employee only
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

## About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. This position is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at [audubonportland.org/about](http://audubonportland.org/about).

## Position Summary

The IT and Office Administrator addresses the technology needs and support of 40+ staff, board members and volunteers, and assists in the administration office needs. Working in tandem with an offsite IT support provider, they also maintain the information technology infrastructure while advocating for adoption of digital technology to improve workplace efficiency, cost savings, and collaboration. The IT and Office Administrator will provide advice, support, and maintenance on a variety of auxiliary systems while also overseeing Portland Audubon's volunteer led receptionists that are the backbone of our engagement and interaction with the public.

## Essential Duties & Responsibilities

### Information Technology Administration

- Ensure smooth operation and administration of ASoP's server network including 48+ Windows-based PCs (installing and maintaining routers, adding/terminating users, assigning network rights and access, resetting passwords, establishing email addresses, performing backups and restores)\*
- Procure, install, and maintain local area network hardware/software, with occasional support provided under contract through off-site IT support contractor\*
- Set up and maintain local area networks, wide area networks, and other networking systems across Portland Audubon's facilities\*
- Prepare and test IT disaster recovery plan\*
- Provide IT orientation for all staff and offer continued support, customer service, and advice for continual understanding and using of IT technologies, including but not limited to PCs
- Review, recommend, and implement new technologies for improving efficiency, ranging from paperless data collection to database integration to introducing smart-phone technologies that can improve Portland Audubon's day-to-day operations\*
- Oversee auxiliary systems by providing ongoing technical assistance, updates, and support for users (auxiliary systems include but are not limited to the phone system, copiers/printers, POS

- machines, postal scale and mailing systems, fax machine, CCTV system, AV equipment)
- Maintain supply and equipment inventories, and perform maintenance on IT equipment
- Update relevant systems during on- and off-boarding procedures including but not limited to creation and maintenance of listservs, creation of email addresses, and calendar maintenance and invites
- Identify and procure hardware and software to satisfy user requirements
- Maintain a Windows-based portfolio of software, including locally-installed MS Outlook mail, calendars, and contacts synced with Google apps
- Perform routine preventive maintenance on hardware\*
- Install and maintain low voltage wiring system in support of network and auxiliary systems

\* Consultation and advice of Portland Audubon's off-site contractor is available

### Office Administration (not to exceed 20%)

- Oversee operations of volunteer receptionists including but not limited to onboarding, training, and supporting receptionists
- Lead check processing and mail sorting in conjunction with volunteer receptionists
- Maintain stock and ordering of office supplies for the organization

## Preferred Skills & Experience

- Experience troubleshooting computer and network systems, and overseeing basic(+) computer needs of others
- Demonstrated passion for IT and improving systems efficiency
- Commitment to implementing Diversity, Equity, and Inclusion theory and practice into your work
- Understanding and commitment to Portland Audubon's mission of inspiring all people to support and protect wildlife, birds, and the natural environment
- Customer service-oriented with understanding of diverse constituencies including staff, volunteers, board, and the public
- Understanding of non-profit dynamics and how to work with diverse teams including volunteers

## Work Environment and Requirements

The work environment and requirements described below are essential to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

- Occasional work after-hours and weekends. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.
- Engage in regular communication in-person as well as through electronic means.
- Routinely use computers, laptops, phones, and A/V equipment like projectors.
- Frequently traverse multiple office sites on main campus.
- Occasionally lift and/or move up to 10 pounds.
- Ability to work in a multi-functional setting with a variety of open and closed office spaces.
- Must have access to a current driver's license, access to a vehicle and be willing to drive around the region frequently.

## Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>

## How to Apply

Please email your cover letter, resume, and completed employment application\* to [jobs@audubonportland.org](mailto:jobs@audubonportland.org) with subject: "IT and Office Administrator"

\*Employment application available at [www.audubonportland.org/about/jobs](http://www.audubonportland.org/about/jobs)

### EMAIL SUBMISSIONS PREFERRED

Submission via US Postal Service to: Keia Booker, Human Relations and Equity Manager  
ATTN: IT and Office Administrator, 5151 NW Cornell Road Portland, OR 97210



## Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has nearly completed two years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

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Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.

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