



NOW HIRING

Office Administrator & Executive Assistant

Application Deadline: June 30, 2021

Job Title: Office Administrator & Executive Assistant

Department: Operations

Reports to: Chief Operating Officer

Classification: Non-Exempt, 0.5 FTE

Salary range: \$19.00-\$20.00 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
- 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.

SPECIAL COVID-19 UPDATE: We are actively tracking the status of this disease and are doing everything we can to keep our staff, volunteers, and community safe. Portland Audubon's offices and Interpretive Center are currently closed to the public and staff are mostly working remotely at least until further guidance, at which time we will reassess. We are anticipating to conduct interviews for this position around early-mid July. We do, however, want to remain flexible to care for the changing circumstances of Covid-19 and to make sure that we continue to keep any new employees and our current staff safe during this time.

Office Administrator & Executive Assistant

Position Summary

The Office Administrator & Executive Assistant supports the functioning of our team of 35+ employees, while directly assisting the Executive Director, COO and the Board of Directors.

Essential Duties & Responsibilities

OFFICE ADMINISTRATION (approximately 50% of position):

- During COVID, be present on campus to direct visitors, answer the phone, receive donations, and problem solve as needed.
- After COVID, 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
- Oversee auxiliary and office systems by providing ongoing assistance, updates, and support for users (auxiliary systems include but are not limited to the phone system, copiers/printers, AV equipment, postal scale and mailing systems, fax machine)
- Maintain stock and ordering of office supplies for the organization.
- Assist, support and coordinate use and design of shared spaces such as employee work stations, conference rooms.
- Work with IT Contractor to track passwords and maintain online server information.
- Prepare administrative budget and work plan.
- Other tasks as needed

MANAGEMENT SUPPORT (approximately 30% of position):

- Coordinate the administrative aspects of preparing meeting materials, distributing agenda and scheduling for staff meetings/gatherings.
- Coordinate the administrative aspects of preparing meeting materials, distributing agenda and scheduling for the bi-monthly board meetings.
- Support the administrative aspects of the annual board election process.
- Manage the Board of Directors, Executive Committee, Board Affairs Committee listservs and calendar scheduling

HR SUPPORT (approximately 15% of position):

- Coordinate the administrative aspects of job postings and application process.
- Coordinate staff and board member on and off boarding
- Coordinate staff and board member orientation including logistics and development of training materials.
- Manage staff listserv and calendars.
- Maintain staff rosters and organizational chart.
- Manage organization and upkeep of personnel data

Preferred Skills & Experience

Studies have shown that women and people of color often don't apply for positions where they don't meet all of the preferred skills and experience. We recognize that there are many different paths, experiences, and less traditional backgrounds that add value to one's work and encourage applicants to apply even if they do not have all of the preferred skills.

- Minimum of three years of office management and/or executive support experience
- Customer service-oriented with an understanding of diverse constituencies including staff, volunteers, board, and the public
- Strong planning and organizational skills, attention to detail and strong time management skills.
- Experience with the Google suite, including emails, shared calendars, google groups, etc.

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
- Engage in regular communication in-person as well as through electronic means
- Ability to work in a multi-functional setting with a variety of open and closed office spaces (due to Covid-19 in office work is limited)
- Able to work remotely as needed.

Application

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. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

How to Apply

Apply online at <https://portlandaudubon.bamboohr.com/jobs/>

ONLINE SUBMISSIONS PREFERRED

To submit via US Postal Service:

Please send your resume, cover letter and [this application](#) to
Human Resources
Portland Audubon
ATTN: Office Administrator & Executive Assistant
5151 NW Cornell Road
Portland, OR 97210

Application Deadline: midnight on June 30, 2021

The following is our anticipated interview dates:

- First round interview: **July 6** (over Zoom)
- Second round interview: **July 20** (over Zoom)



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 completed four 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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