



### **About Neighborhood Partnerships**

Neighborhood Partnerships' mission is to help create a better Oregon, one in which we all have access to opportunity, stability, and what we need to thrive. For us, this begins with financial well-being and a stable, affordable place to call home. Our work calls on us to engage all Oregonians: indigenous tribes; residents whose families have called Oregon home for generations; folks who arrived just recently—from elsewhere in the U.S. or the world. Whether we live in cities, small towns, or rural lands, we all need resources to build a better future for ourselves, our families and our communities.

We're a team of diligent and dedicated leaders committed to building a more equitable Oregon. We work as policy advocates, coalition conveners, and program administrators to increase resources, improve public policy, and spark innovation and collaboration. We are always learning.

NP manages the Oregon Individual Development Account (IDA) Initiative. We raise funds, collect data, and coordinate the IDA-related work of ten non-profit direct service and 60 network partners statewide. With an IDA, Oregonians with low incomes have their savings for an education, home, small business, or other investment matched by state funds.

Since 2004, NP has convened the statewide Oregon Housing Alliance. The Housing Alliance is a coalition of more than 90 organizations who come together with the belief that everyone needs a safe, stable, and affordable place to call home. The Housing Alliance is a legislative advocacy coalition, which works to advance housing opportunity at our state capital in Salem and at the federal level. In addition to convening the Housing Alliance, since 2018, NP staff have been organizing and supporting an advocacy group of residents of affordable housing, front line staff, and people in need of affordable housing. This network is called Residents Organizing for Change (ROC) and is a critical part of our work to engage people most impacted by policy change.

We dedicate time and resources at every level of the organization to address disparities based on identity and to apply an equity lens to all decisions, programs, and policies.

### **Equity**

Neighborhood Partnerships is a mission driven organization committed to equity and inclusion. New hires participate in onboarding training in equity and inclusion, and all staff participate in ongoing professional and personal development related to equity and inclusion.

Please read our Racial Equity Statement: <https://neighborhoodpartnerships.org/equity-inclusion/>

## **About this Position**

The Administrative Assistant will be working across the organization, supporting the Executive Director and the IDA Team, and providing administrative support for organizational needs such as fundraising and events. You will work with multiple project leads. Alongside all staff, you will engage in the ongoing work of prioritizing racial equity in all of our work and across our network of partners. This position will be engaging for you if you enjoy connecting with others, in person, by phone, Zoom, or email, are skilled at managing the details and follow-through, and are able to take the initiative on projects you are assigned.

Neighborhood Partnerships offices have been closed and staff working remotely from home since the beginning of the COVID response state mandated shut-down. We anticipate that work will continue largely remote through at least 2020. This requires independent working skills and the ability to prioritize, as well as knowing when to reach out for guidance or input.

Neighborhood Partnerships works with advocacy and service organizations statewide, both with the Housing Alliance and the IDA Initiative. Convening meetings, trainings, and events is a central part of how our work gets done. Planning and supporting these gatherings—virtually for now, but eventually in person—is a key element of this position. All of the areas of this job will be facilitated by strong organizational skills, and competence keeping track of details, managing schedules, and meeting deadlines. Remote work impacts this position significantly as we adapt to the continued change in the way work happens. We are seeking someone who is willing to lean in to the necessary discomfort of change, and who is engaged by the process of finding flexible solutions to existing and new challenges.

We are a close-knit, small staff, and we actively seek to provide opportunities to engage with each other, even with remote work. We are mindful of the challenges of coming into a new organization and position without the support of in-person work, and will engage with the new staff person to support learning and engagement with the work and people of Neighborhood Partnerships.

## **Position Responsibilities and Essential Job Functions**

### **Executive Director Support: (Approximately 25% of time)**

- Assist with time management by handling appointments and calendars. Schedule one-on-one, team, internal and external committee meetings, and Board meetings
- Manage meeting and event logistics and onsite support including taking accurate minutes, distributing meeting and support materials, set up and tear down
- Provide administrative support including completing reimbursement requests, credit card expense forms, arrange travel and conference registration and logistics
- Respond to phone and email messages that do not require the ED's direct involvement

### **Organizational Administrative Support (Approximately 30% of time)**

- Administrative support for funding processes and contract management, including form creation, mailing, copying, filing, and archiving documents as requested. Track, receive, and appropriately file contracts and reports.
- Data entry, pulling data, formatting reports
- Responding to program referral requests from the general public
- Maintain contacts and lists—Mailchimp, Salesforce, email lists; compile and send communications.
- Proofreading emails, blog posts, announcements, etc.
- Support with maintaining up-to-date website content

### **Event Planning and Support (Approximately 20% of time)**

- Organization wide: Manage meeting, training, and event logistics including but not limited to identifying and reserving facilities, announcement and publicity, registration, food, supplies, printed and online materials, and integrating accessibility as much as possible into all elements of events
- RE: Conference: Annual conference planning, logistics including working with presenters, registration, materials, and roster data entry in Salesforce. This includes strong attention to gathering and accommodating conference attendee accessibility requests

### **Development Support: (Approximately 15% of time)**

- Responding to donor inquiries by phone and email with technical details or referrals
- Salesforce data entry of donor and other constituent information
- Generate donor reports for appeals and other purposes as needed

### ***All staff are required to participate in the following***

### **Organizational Responsibilities (Approximately 10% of time)**

- Equity work
  - Support anti-racist work
  - Support ongoing work to integrate equity perspectives and structures into all aspects of organizational operations, planning, and work. This includes participation in Equity Team and equity subcommittees on a regular basis.
  - Contribute to the development of and hold yourself and others accountable to the NP equity plan.
  - Engage with the organizational Agreements of NP
    - Stay engaged
    - Speak your truth responsibly
    - Listen to understand
    - Be willing to do things differently and experience discomfort
    - Expect and accept non-closure
    - Confidentiality
- Participate in the planning and operation of NP's RE: Conference, including planning of sessions, allocation of scholarship funding, and selection of RE Marketplace Vendors.
- Participate in, and take turns in needed support roles for staff meetings, all staff retreats, board communication, community building and supporting practices. This may include facilitation, research, writing, reporting, and supporting the building and maintenance of an inclusive workplace environment and culture.
- Support the recruitment, interviewing, hiring, and onboarding of new NP employees.
- Provide feedback for other NP employees through the 360 annual evaluation process
- Help advance the mission of the organization by promoting and advocating for our work when appropriate

## **Core Competencies:**

### **People**

- Comfortable working with a variety of people, in person, by phone, on Zoom, over email: strong oral, written, and interpersonal communication skills
- Interest and energy for working with diverse staff, partners, organizations and communities, to constantly learn and grow from what others bring to the conversation, to maintain space for all voices and bring your own to the conversation. Willingness to navigate and respect a diversity of backgrounds, perspectives, personalities, and communication styles

### **Administrative Technical/software**

- Excellent Microsoft Office skills, including Outlook, Excel, Word, and PowerPoint
- Experience with Salesforce or other client management software
- Experience with communication tools like Mailchimp or Constant Contact
- Proofreading/copy editing

### **A Plus but not required:**

- Experience with Acrobat Pro, Adobe InDesign, WordPress, Google office tools and wikis
- Experience coordinating logistics for large events (200+) and meetings
- Bilingual, bicultural experience
- Worked with people experiencing disability

### **Background Check**

Due to the fiduciary responsibilities of our work in managing grant monies, Neighborhood Partnership requires a post-offer criminal background check.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Compensation and Benefits**

This is a full-time position, 40 hours/week. \$20/per hour (\$41,600) salary. Health, vision, and dental insurance; annual 401K contributions; transit pass or parking; paid vacation and paid sick leave; paid holidays.

### **Location, Schedule, Transportation**

This position requires a consistent 40 hours per week work, with flexibility available for how those hours are scheduled. The Administrative Assistant will need to be able to work remotely from their home or other self-determined location for the duration of the organization's COVID-response. Pre-pandemic this position was based in the Portland office and included some local travel, and occasional in-state travel. Contacts are made with staff, board, funders, grantees, partners, donors, and contractors. Must have a current driver's license. Own vehicle is not required.

### **Equal Opportunity Employer**

Neighborhood Partnerships is an Equal Opportunity Employer and encourages applications from people of color, LGBTQ people, women, and people with disabilities. The board and staff believe they can meet the organization's mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion.