

Neighborhood Partnerships Job Description

Position Title: **Administrative Assistant**

Reports To: Deputy Director-Operations & Finance

Category: This is a permanent, part-time position (30 hours/week). It is based at our Portland office.

Compensation: \$15.00-\$17.00 per hour, depending on experience. Health, vision, and dental covered at 100% for employees; annual pension contributions; transit pass; paid vacation and paid sick leave, paid holidays.

Consideration of candidates will begin December 12, 2016 and will continue until the position is filled. Anticipated start date by January 16, 2017.

About Neighborhood Partnerships

[Neighborhood Partnerships \(NP\) works](#) across Oregon to increase access to opportunity. Founded in 1989, Neighborhood Partnerships is a statewide 501(c)(3) nonprofit organization that sits at the intersection of program delivery and policy change across a range of issue areas. We work collaboratively to catalyze and manage research-backed initiatives, systems, and policy changes that help Oregonians achieve housing stability and build financial security. We work as advocates, connectors, and program managers to increase resources, improve public policy, and spark innovation and collaboration.

On behalf of the State of Oregon, we manage the [Oregon Individual Development Account Initiative](#). The Oregon Individual Development Account (IDA) Initiative sparks resilient communities by building financial capability, promoting strong savings skills and inspiring bigger dreams. With an IDA, Oregonians with low incomes have their savings for an education, home or small business matched by donor contributions. Neighborhood Partnerships solicits and accepts donations on behalf of the Initiative which qualify for a State of Oregon tax credit.

Position Summary

We are seeking a new team member who will enjoy providing important support to the entire NP staff. The Administrative Assistant will provide critical logistical, communications, data management, event management, and technology skills, working closely across all of the organization's programs and activities.

Position Responsibilities and Essential Job Functions

This is a part-time position, requiring a consistent thirty (30) hour per week workweek, with some local travel, and occasional in state travel.

The Administrative Assistant will:

- Support Executive Director:
 - Manage meeting and event logistics including but not limited to registration, facility, food, supplies and printed materials
 - Support with scheduling of committees and teams
 - Support with data and information management, including data entry
- Support Deputy Director-Policy & Communications with:
 - Updating of all NP websites using WordPress
 - Publication of NP e-newsletters using Salesforce and MailChimp
 - Managing IT contractor services and providing in-house technical support
 - Meeting and training logistics including but not limited to registration, facility, food, supplies and printed materials
- Support Director of Economic Opportunity with:
 - Building and refining IDA administrative systems such as program management manuals, file management systems, and forms used to support contract management responsibilities
 - Supporting annual IDA on-site partner program reviews
 - Compilation of quarterly Fiduciary Organization (FO) data, project statuses, and reporting
 - Copying, filing and archiving documents as requested
 - Maintaining up-to-date IDA contact records in Salesforce

- Event planning and support for IDA Initiative meetings, trainings and other events including but not limited to registration, facility, food, supplies and printed materials
- Responding to program referral requests from the general public
- Support Development Manager with:
 - RE: Conference registration, logistics and materials
 - Salesforce data entry
- Support the NP team with updating, editing and proofing of written materials
- Other tasks as assigned

Necessary Skills:

- Must enjoy people
- Strong oral, written, and interpersonal communication skills are required
- Proactive, professional, creative, curious, and hardworking
- Possess a high standard for accuracy and attention to detail
- Ability to independently move assignments to completion with only basic instruction and minimal supervision
- Ability to manage many details and priorities as assigned by multiple staff members
- Excellent Microsoft Office skills, including Excel, Word, and PowerPoint
- Energy and initiative to lead the development of systems improvements, innovations and efficiencies
- Flexibility and comfort with change is essential, as is the ability to work in a dynamic and ever changing team environment
- Ability to work successfully and respectfully with diverse staff, partners, organizations and communities and maintain space for all voices
- Ability to navigate and respect diversity of backgrounds, perspectives, personalities, and communication styles
- Ability to manage workload and anticipate upcoming program needs, as well as respond to shifting priorities
- Must be willing to support the success of the broader NP team and cheerfully take on tasks as needed to make events and efforts succeed
- Must adhere to strict confidentiality policies and procedures

Preferred skills:

- Experience with InDesign
- Experience with Salesforce or other client management software
- Experience with Word Press
- Proficiency in language other than English

Supervisory Responsibility

Job has no supervisory responsibilities.

NP is an equal opportunity employer. We are seeking team members who will enrich us with their experiences, perspectives, orientations and backgrounds.

NP believes that every employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the employee or NP to just the work identified. It is our expectation that every employee will offer his/her service wherever and whenever necessary to ensure the success of our mission. This information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.