



Title: Operations Coordinator

Status: Full time non-exempt, 40 hours per week

Compensation: \$28 per hour / \$58,240 per year

Benefits: Employer-paid health, vision, and dental insurance; life and long-term disability insurance; 401K employer contributions; generous paid vacation (2 weeks first year), sick leave (3 weeks), and holidays (9 holidays and 2 personal choice days); phone, internet, cell phone, and hybrid work stipends

Supervisory responsibilities: None

Union representation: This position is represented by ILWU Local 5. The compensation, benefits, and conditions of work for this position are collectively bargained.

Anticipated start date: February 19, 2024

Resume review begins: January 8, 2024

Equity

Neighborhood Partnerships (NP) is a mission-driven organization committed to equity and inclusion. New hires participate in equity specific onboarding training, and all staff participate in ongoing professional and personal development related to equity and inclusion. Please read our [Vision and Mission Summary](#).

About Neighborhood Partnerships

NP works to advance housing and economic justice through several initiatives, coalitions, and projects. These include the Oregon Housing Alliance, which works to advance housing opportunity in Oregon; the Oregon Individual Development Account (IDA) Initiative, which funds matched savings accounts for Oregonians with low incomes to save for an education, home, small business, or other investment; and the Oregon Economic Justice Roundtable (OEJR), which convenes a shared table of advocates, nonprofits, and funders to advance action for racial and sustained economic justice. 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.

About this position

The Operations Coordinator works across the entire organization, supporting program and executive staff, as well as the Board of Directors. This position is responsible for carrying out NP's logistics and making sure that the appropriate structures, procedures, and supplies are in place so that work is efficient. Duties include managing and tracking projects, administrative support, and organizing and synchronizing the activities of various staff. Throughout these activities, the Operations Coordinator will engage in the ongoing work of prioritizing racial equity in our work and across our networks of support.



Responsibilities & Essential Job Functions

Organizational Administrative Support (Approximately 50% of time)

- Coordinate all areas of facilities including communicating repair needs; being in contact with property management; and coordinating office needs for staff working remotely.
- Coordinate hiring process for all staff including communicating with candidates, scheduling interviews, etc.
- Coordinate onboarding of new employees by ensuring staff have what they need (business cards, office keys) and are orientated to the office.
- Be point person for NP vendors and software, such as Grasshopper, Zoom, Slack, Zip Car, etc.
- Work with contracted IT support regarding IT services, including the procurement of new equipment.
- Maintain appropriate level of office supplies and printed materials.
- Respond to program referral requests from the public.
- Maintain various contacts and lists in NP communications and CRM software.
- Receive and process the NP mail a minimum of two times per week, in coordination with other staff.
- Maintain up-to-date website content for NP's multiple websites.
- Provide 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.

Development Support (Approximately 15% of time)

- Perform Salesforce data entry of donor and other constituent information.
- Perform data entry, pulling data, formatting reports, and prepare mass mailing lists to support NP fundraising and program efforts.
- Generate donor reports and mailing lists for appeals and other purposes
- Send donation acknowledgment letters.

Event Planning and Support (Approximately 15% of time)

- Maintain a list of event venues and vendors that program staff can use when planning events.
- In coordination with the full NP staff, play a lead role in the logistics and administration of NP's biannual two-day conference. This includes venue and hotel reservations, mileage and expense reimbursement, record keeping, communications and publicity, registration, food, supplies, printed and online materials, and integrating accessibility into all aspects of the conference.

Executive Director and Board of Directors Support (Approximately 10% of time)

- 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 to members of the Board, including completing reimbursement requests, credit card expense forms, arrange travel and logistics.

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

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role. The ideal candidate will:

Administrative Technical/Software Skills

- Excellent Microsoft Office skills, including Outlook, Excel, Word, and PowerPoint.
- Experience with Salesforce or other CRM software.
- Experience with communication tools like Mailchimp or Constant Contact.
- Impeccable record keeping and organizational skills.



- Ability to maintain and track project documents, files, timelines, and details through to completion.

People and Interpersonal Skills

- Comfortable working with a variety of people both in-person, over the phone, and virtually.
- Strong oral, written, and interpersonal communication skills.
- Ability to problem solve and make decisions while also informing the correct people connected to the projects and priorities.
- 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.

Desired Competencies

- Experience with Acrobat Pro, Adobe InDesign, WordPress, Google office tools and wikis
- General knowledge of nonprofit management and working with various stakeholders.
- General knowledge of Individual Development Accounts and the Oregon IDA Initiative.

Application Instructions

Please submit your resume and cover letter through [this form](#). In your cover letter, please respond to the following questions:

1. Neighborhood Partnerships has a commitment to building a more equitable Oregon. What does equity and inclusion mean to you?
2. What interests, skills and experiences prepare you for this position?

Other information

- **Background check:** Due to fiduciary responsibilities of our work managing grant monies, a post-offer criminal background check is required.
- **Location:** This position is based in Portland, but staff currently work full-time from home. NP provides supplies and resources to accommodate home office needs. NP is transitioning to a hybrid work model, where some in-office time will be necessary to support training and collaboration.
- **Residency:** This position is **required to live in Oregon or Southwest Washington by their start date**. Relocation assistance may be available for candidates who live out of state.
- **Travel:** This position will include some local and in-state travel. Out-of-state travel possible for conferences and trainings.



Neighborhood Partnerships

Operations Coordinator

12/18/23

- **Schedule:** This position is based on 40 hours per week, which is negotiable. NP offers some flexibility for how those hours are scheduled. This position may require working overtime, paid at time-and-a-half, on some occasions in the form of long days or overnight travel, depending on business demands. Staff must have the ability to provide flexibility in this area, provided they are given plenty of advance notice for when these hours will occur.
- **Physical abilities:** The position requires physical abilities related to working in a typical office environment and communicating with people internally and externally, and meeting in various locations throughout the state of Oregon. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily without posing a direct threat to safety or health of employee or others. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NP is an Equal Opportunity Employer and encourages applications from people of color, LGBTQIA+ 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 cultivate a culture of equity and inclusion.