



## **Executive Administrative Assistant**

**Job Status:** Part time, permanent

**Job Site:** Portland, Oregon office, with occasional statewide and national travel

**Reports To:** Executive Director

**Compensation:** Starting pay of \$17/hr with full benefits, eligible for overtime

### **Organizational Overview:**

The Oregon Coalition Against Domestic & Sexual Violence (OCADSV) is a statewide nonprofit corporation comprised of 48 member programs. We are a feminist organization and offer a number of support services to providers and community partners.

### **Duties & Responsibilities:**

- Provide administrative support to the Executive Director including email organization, appointment scheduling, credit card receipt tracking, filing and travel arrangement support.
- Establish and maintain a professional office environment. Operate front desk, open mail, receive visitors & general phone calls and serve as first point of contact for external emails to [info@ocadsv.org](mailto:info@ocadsv.org)
- Provide support to the Executive Director as liaison for local and national board meetings. Coordinate meeting logistics with sites and caterers and prepare and organize agendas and supplemental materials. Communicate with local and national board members as requested by Executive Director.
- Provide office systems management. Order materials and supplies for office. Manage office and library budget.
- Coordinate building and office procedures, policies, and communications with office and technology vendors.
- Coordinate automated phone answering and messaging system.
- Organize and maintain the lending library.
- Organize and maintain electronic office filing system. Update administrative paper files accordingly.
- Provide editing of OCADSV publications and materials. Assist with annual greeting card/calendar mailings.
- Support program coordinators as assigned by the Executive Director.

Updated July 1, 2019

- Administrative support in Annual Conference.
- Provide other duties as assigned by the supervisor. Along with other OCADSV staff, share in promoting solidarity, peer support, team problem solving, conflict resolution, and ethical communication throughout OCADSV.

**Preferred Qualifications:**

- One to three years experience working in the domestic or sexual violence field.
- Proven experience as an executive administrative assistant or in other secretarial position.
- Full comprehension of office management systems and procedures.
- Strong computer Skills and knowledge of MS Office and excel.
- Exemplary planning and time management skills.
- Up-to-date with advancements in office gadgets and applications.
- Ability to multitask and prioritize daily workload.
- High level verbal and written communications skills.
- Discretion and confidentiality.

**Compensation:**

Compensation is based on a 25-hour work week, eligible for additional hours during Annual Conference.

Generous benefits package includes full medical, dental, vision, retirement, life, Health Reimbursement Account, Cafeteria Plan and personal time off.

***People of color and people from historically marginalized communities are strongly encouraged to apply.***

**The Oregon Coalition Against Domestic and Sexual Violence is an equal opportunity, affirmative action employer committed to workforce diversity.**

**To Apply:**

Submit a resume and cover letter

Please email your materials by **July 16<sup>th</sup>, 2019** to the following email:

**[trisha@ocadsv.org](mailto:trisha@ocadsv.org)**