



Office Administrator

Job Status: Part time (20 hours/week)

Job Site: In office, 9320 SW Barbur Blvd., Suite #250, Portland, OR 97219

Reports To: Executive Director

Organizational Overview:

The Oregon Coalition Against Domestic and Sexual Violence is a non-profit, feminist organization that was founded in 1978. The member programs that serve survivors of domestic and sexual violence in communities across the state comprise the core of the Coalition.

As an organization, the Coalition's efforts have been directed toward providing training and technical assistance to local crisis centers and communities; engaging in systems advocacy; and supporting multi-disciplinary efforts to develop effective agency practices.

These activities promote the awareness of sexual assault and domestic violence, enhance systemic responses to victims and their families, and support innovative approaches to ending domestic and sexual violence.

What are the Duties & Responsibilities:



Administrative Support

- Maintain welcoming space in office
- Coordinate staff meetings and agendas
- Provide office systems management, order materials and supplies for the office.
- Coordinate building and office procedures, policies, and communications with office and technology vendors
- Coordinate automated phone answering and messaging system
- Organize and maintain an electronic office filing system
- Organize and maintain in person/hard copy files
- Open, date and scan mail



General Organizational Support

- Provide administrative support for the Annual Conference and occasional in-person event support.
- Support internal communications, in coordination with team.
- Maintain Lending Library.
- Along with other OCADSV staff, share in promoting solidarity, peer support, team problem solving, conflict resolution, and ethical communication throughout OCADSV.
- Other duties as assigned.

Preferred Qualifications:

- ✚ Proven experience as an administrative assistant or other office support position.
- ✚ At least 1 year of domestic/sexual violence field experience and/or willingness to take core advocacy training.
- ✚ Full comprehension of office management systems and procedures.
- ✚ Proficient with Microsoft Office, excellent computer skills, including web-based research, word processing, MS Excel, and email.
- ✚ Exemplary planning and time management skills.
- ✚ Ability to multitask and prioritize tasks.
- ✚ Possess strong communication skills, engaging effectively with diverse groups and adapting to varied contexts.
- ✚ Demonstrate self-awareness, listening deeply, centering others, and taking accountability for your actions.
- ✚ Punctual, reliable, and dependable in support of your team.

Compensation:

Compensation is based on a 20-hour work week, eligible for additional and/or overtime hours during in-person events. Generous benefits package. Starting pay of \$25/hour.

*Please submit resume and cover letter to jobs@ocadsv.org
Open until filled*

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

OCADSV Mission

The Oregon Coalition Against Domestic and Sexual Violence (OCADSV) promotes equity and social change in order to end violence for all communities.

We seek to transform society by engaging diverse voices, supporting the self-determination of survivors and providing leadership for advocacy efforts.