

POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT

WomenFirst Transition & Referral Center is a grass-roots organization working to provide a nourishing environment where women can rebuild their lives and self-worth through peer-mentoring, life-skills training, empowerment groups, and community support.

WomenFirst requires all employees to have completed a full COVID-19 vaccine dose prior to beginning work. Proof of vaccination is required. If you have questions or concerns regarding reasonable accommodations, please reach out to us.

Position Title: Administrative Assistant- In person

Reports To: Executive Director

Job Shift: Day; Full time (40 hours a week)

Location: 21440 SE Stark St., Gresham, OR 97030

Job Category: Non-profit; social services

Wage: Range: \$23.00-28.00hr

Position Responsibilities

General Function:

Under the supervision of, and in collaboration with, the Executive Director, the Administrative Assistant is responsible for overseeing the day-to-day operations of the organization by implementing and monitoring current and new projects to successfully support the realization of the organization's strategic goals. The Administrative Assistant is responsible for overseeing documents, financial information, and assisting the team as needed.

Administrative Duties:

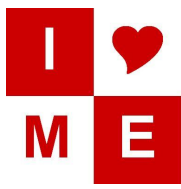
- Oversee the day-to-day operations of the organization, office, and manage all aspects of assigned projects.
- Support the ongoing development of institutional policies, procedures, systems, and organizational infrastructure.
- Organize and maintain official records, documents, and internal/external communications.
- Prepare reports and materials for Board and Committee meetings as needed.
- Update and maintain forms and templates used within the organization as needed.

Database Management Duties

- Perform database administration, ongoing data integrity verification, and updates with support from a database consultant.
- Develop proficiency with the donor database and perform queries and exports as needed.
- Maintain complete and accurate fundraising records at all times.

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Financial Duties:

- Support the development of organization budgets in partnership with the Executive Director.
- Perform budget reconciliation and tracking in partnership with the Executive Director
- Manage the accounts payable process.
- Manage the staff reimbursement process.
- Compile and audit tax documents in support of the Audit Committee.
- Generate budget and database analysis reports for Board meetings.

Marketing and Fundraising Duties

- Respond to donor inquiries and ensure contributions are acknowledged in a timely manner.
- Coordinate the production of printed materials such as brochures, mailings, flyers, newsletters, emails, etc.
- Maintain the organization's website and support a variety of media channels including web, printed materials, social media, and the press.
- Assist the organization with organizing and managing events both on and off site.

Qualifications

Knowledge and Experience

- Two or more years of experience in administrative management.
- Experience working with volunteers, non-profits, and community-based organizations.
- High School Diploma, GED, or equivalent work experience.
- Experience in the areas of education, non-profits, fundraising, and/or marketing is a plus.

Skills and Abilities

- Impeccable integrity, a positive attitude, and self-direction with a passion for the organization's mission.
- Ability to take initiative, creatively problem solve, and exercise good judgment.
- Proven ability to work in a dynamic, close-knit team environment.
- Ability to build and maintain strong working relationships.
- Proficiency with general computer usage, Microsoft Suite, Google Suite, QuickBooks, QuickBooks Online, Salesforce, and other basic computer applications.
- Experience with database systems is a plus.

WomenFirst is an Equal Opportunity Employer.

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