Part Time Administrative Assistant to the Executive Director

Supervisor: Campus Compact of Oregon Executive Director  
Support: Deputy Director, Operations Director  
Compensation: $35.00 per/hour, approximately 20 hours per week  
Work Expectations: In-office at first, then hybrid  
Benefits: $250 professional development fund, $50.00 monthly phone benefit, access to a work computer, professional development and networking opportunities  
Start Date: Open until filled  
Employment Type: Part time

Mission: In a rapidly changing and racially diverse community, Campus Compact of Oregon works to support and aid educational institutions by providing guidance for collaborative racial and educational justice practices. Alongside community partners, our team provides guidance in areas of institutional equity, collaborative learning and community engagement programs throughout the state.

Vision: Campus Compact of Oregon is committed to developing equitable community-engaged programming that increases educational access and success for students from low-income backgrounds and Black, Indigenous, and communities of color.

General Duties: The administrative assistant will provide support to the Executive Director. Administrative assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. The administrative assistant will support the executive director with scheduling, filing paperwork, and administrative oversight of the organization and its primary functions. Administrative assistants are responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices, and procedures.

Environment: Campus Compact of Oregon is a racial justice and educational equity focused organization located in downtown Portland. Our work centers those most marginalized by interpersonal, systemic, and institutional racism: Black, Indigenous, and People of Color, LGBTQAI2+ communities, immigrants, migrants, and refugees, people with disabilities, low-income people, and all intersections of the aforementioned identities.

Position Responsibilities

General Admin

- Handle sensitive information in a confidential manner
- Prepare and distribute correspondence memos, letters, faxes, and forms from internal templates
- Organize and schedule appointments and meetings
- Reply to email or face to face inquiries
- Assist in the preparation of regularly scheduled reports
- Maintain contact lists with clients and partners
- Maintain computer and manual filing systems
- Book travel arrangements, rooms, taxis, couriers, hotels, etc.
● Submit and reconcile expense reports and invoices
● Organizational data entry
● Act as the point of contact for internal and external clients and direct clients to the appropriate department, programs, or staff member
● Fulfill financial tracking clerical duties and administrative processes
● Provide feedback on administrative systems to make them more efficient
● Resolve administrative problems
● Receive, sort, and distribute the mail
● Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
● Coordinate office procedures

General Office

● Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
● Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional development opportunities
● Book event space, restaurants, food and beverage, and collect a list of professional meeting contacts
● Contribute to team effort by accomplishing related results as needed
● Order office supplies
● Provide general support to visitors
● Provide information by answering questions and requests

Desired knowledge/skills

● Proven experience as an Administrative Assistant, Virtual Assistant or Office Admin Assistant
● Ability to think critically and in systems, understand power and positionality in ones professional relationships, and actively identify and dismantle anti-Blackness and all other forms of racism
● Ability to understand and navigate spaces that center racial justice, social, and economic
● Knowledge of office management systems and procedures
● Excellent written and verbal communication skills
● Excellent time management skills and the ability to prioritize work
● Attention to detail
● Strong organizational skills with the ability to multitask
● Working knowledge of office equipment, like printers and fax machines
● High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Application Instructions

To Apply: Email your resume and cover letter to careers@oregoncampuscompact.org.

Resumes will be reviewed as received and interviews conducted to fill the position as soon as a qualified candidate is identified.