



Office Manager/Executive Assistant Job Description

To serve the staff and volunteers of ORTL, ORTLEF, and PAC by maintaining a professional and efficient contact with the public, a safe and inviting work environment.

Entity: ORTL, ORTLEF, PAC

Reports to: Executive Director

Job Type: Full time, exempt

Location: ORTL Office

Essential Duties and Responsibilities

Office Manager

- Assuring a professional and friendly contact both in person and on the phone
- Manage office phone system including coverage, checking messages, changing greetings for appropriate seasons, assuring that the system is up to date and working properly
- Open or arrange for the office to be opened daily
- Supervise the maintenance of contact lists and data including: board members, chapter leaders, and volunteers
- Coordinate with staff to assure that volunteers are properly tracked, thanked, and utilized for projects appropriate for their interests and skills
- Email communication; monitor the office and ORTL accounts. Forward to the appropriate staff person or answer general inquiries and requests for information
- Coordinate electronic and paper document management and archiving
- Manage office technology. Includes managing office Google Suite; maintaining, troubleshooting and upgrading office technology and equipment, including wireless router, printers, computers, mailing equipment and more. Tasks include user tech support, working with vendors, and ensuring staff are trained properly to use tools
- Receive and sign for deliveries.
- Monitor compliance with fire code.
- Schedule and direct safety committee meetings
- Schedule use of conference room
- Light housekeeping, supervise weekly cleaning
- Administrative support tasks when needed
- Other tasks as assigned

Executive Assistant

- Coordinate and schedule office building maintenance
- Coordinate schedule for executive director
- Manage correspondence and filing for executive director
- Organize staff birthday and holiday parties
- Manage staff meetings, document reports, and decisions with notes
- Prepare documents for quarterly board of directors' meetings and board committees
- Organizes logistics for quarterly board meetings
- Assist in producing the annual Oregon March for Life
- Assist in producing annual conference
- Other tasks as assigned

Desired Competencies and Experience

- Optimism and energy
- Flexibility and adaptability
- Initiative
- Interpersonal relationships and teamwork
- Accepts Supervision and responsibility
- Commitment to the goals of ORTL
- Ability to work with a variety of people
- Ability to work independently and to carry out assignments to completion with a minimum of supervision
- Computer proficiency in Word, Excel, Google Mail, database programs, and internet.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Demonstrated knowledge in business writing, editing and grammar.

Physical Requirements

- Ability to safely and successfully perform the essential job functions
- Able to lift and carry equipment and supplies
- Handle repetitive light physical tasks
- Drivers license and excellent driving record
- Must be able to talk, listen, and speak clearly on telephone

Opportunity

You may be a great candidate who doesn't cover everything described above. If you are interested in this position, please apply and tell us about why you're the best fit.

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