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PO Box 1984 ° Albany, OR 97321

1-800-901-2904

[www.jacksonstreet.org](http://www.jacksonstreet.org)

**Position:** Administrative Assistant

**Purpose:** This position provides support for the administrative processes and procedures associated with the development of Jackson Street's workplace structures. This position provides general admin support to other positions.

**Responsibilities:**

- Support the administrative processes through the coordination and documentation of agency practices, policies, and procedures;
  - Project management experience and knowledge of operating software such as BaseCamp, Trello, and Asana;
  - Responsible for the organization and management of the files and documentation on the agency server.
  - Lead and/or support special projects (e.g. Employee Handbook, Supervisors Manual, implementation of software/online tools)
  - Support the grants process by being responsible for ensuring the reports (monthly, quarterly, semi-annual, annual, and end-of-grant) are completed and submitted on time;
  - Support the implementation of new grants through collaborative efforts with key players to establish timelines and ensure proper programming is established
  - Provide oversight of new contracts and ensure eligibility requirements are being met such as insurance and other essential compliance needs are being met
  - Documentation and dissemination of meeting notes through the attendance of administrative meetings
  - Support agency-wide communication through the development of emails and other forms of communication;
  - Support other administrative departments and tasks on an as-needed basis
  - Maintain a comprehensive understanding of organizational programs and needs
  - Act as an positive agency representative at community meetings, staff meetings and trainings
  - Other duties as assigned

**Qualifications**

- Requires 1-2 years of administrative assistant experience. Experience in a nonprofit environment is a plus

- Proficiency with Google Apps (Gmail, Calendar, Docs, Sheets, Slides) and Microsoft Office (Word, Excel, PowerPoint, Access, Publisher) and Adobe Pro.
- Ability to use project management software; comfort learning new computer systems and software is a plus
- Excellent interpersonal, decision-making, organizational, leadership, and communication skills
- Able to work effectively both independently and as a member of a team
- Demonstrate cultural sensitivity and an ability to work with people from diverse cultural backgrounds
- Ability to maintain confidentiality, engage in respectful and collaborative problem solving, and show professionalism in interactions with others
- Ability to pass a criminal history check
- Ability to work some evenings and weekends when needed

**Pay & Benefits:** This position is a non-exempt, 30-40 hours/week, **limited duration** with pay scale range of \$18.50 - \$23.00/hour, depending on experience and skillset. Benefits include paid time off and holiday pay; substantial employer contribution toward medical insurance; voluntary dental and vision plans; participation in the OregonSaves retirement plan, access to the Employee Assistance Program (EAP), and discounted personal wireless phone service for Verizon customers. Employees have access to extensive learning and development opportunities related to youth homelessness, along with job-specific opportunities to improve professional knowledge and skills.