



The mission of Project Access NOW is to improve the health and well-being of our communities by ensuring access to care, services, and resources for those most in need.

Project Access NOW believes that the staff of an organization should reflect the communities it serves. We also believe our cultural, linguistic and community identifies make our organization stronger, smarter, and more effective. These identities, whether constructed by social, political, or other forces, unite us in working toward a healthy region for everyone. We want to hold ourselves accountable for attracting and retaining a diverse team.

Position Description

Job Title: Executive Assistant to the Executive Team

Program/Department: Administration

Reports to: Executive Team

Hours: 40 hours per week

Duration: Full Time

Salary: \$21.00 - \$26.00/hour/DOE

Work Location: Temporarily remote and in our office location

Benefits: Paid medical, dental, life, short term disability, PTO, Flex Savings Account, 401K match.

Position Summary

The Executive Assistant to the Executive Team will provide administrative support to the Directors of Finance and Operations, Human Resources, Programs/Deputy Director. This role provides crucial support for the Executive Team and key stakeholders (internal and external) to ensure effective communication, streamlined flow of information and maximum efficiency. The person in this role forms a close partnership with the Executive Team, anticipating needs and providing support at many levels. Beyond simply responding to delegated duties and tasks, the effective Executive Assistant will take initiative to catch overlooked details and anticipate issues to help the Executive Team maximize their time and focus. The assistant may interact with diverse staff and provide administrative support to Board Committees and may serve as back up to the Executive Assistant to the Executive Director. This position requires a flexible, self-directed person with excellent interpersonal and communication skills, strong initiative, organizational and time management ability and an ability to prioritize workflow and work well under pressure. The Executive Assistant must maintain confidentiality and adhere to HIPAA regulations. They may be assigned various, time-focused special projects to support organizational needs, including program implementation, workflows and evaluations and may perform other related duties as assigned.

Principal Duties & Responsibilities

Finance and Operations

- Digitize and maintain finance and operations files such as invoices and contracts
- Perform data entry and manage Customer Relationship Management (CRM) software (i.e., PODIO) of donors and contracts
- Compose correspondence, memos, emails, letters, reports, and presentations
- Maintain calendars, organize appointments, schedule meetings, take and disseminate minutes of the Finance and other Board Committee and Leadership Team meetings
- Receive, retrieve, scan, and distribute mail and packages to administrative and program staff
- Provide grants management support
- Develop and maintain equipment, assets, keys, and parking passes distribution spreadsheets
- Coordinate activities with vendors and contractors such as Information Technology, maintenance, and security

Human Resources

- Digitize and maintain Employee Personnel and Volunteer Files
- Develop, maintain, disseminate, and file forms, and onboarding packets for new hires and volunteers
- Schedule meetings, appointments, interviews, and onboardings
- Assist with processing employee changes in job status, salary increases, and other related duties
- Update Emergency Contacts, Employee Birthday and Anniversary calendars
- Assist with research, development and distribution of personnel policies and procedures
- Proofread and convert HR documents, coordinate with translation firm as needed

Director of Programs/Deputy Director

- Support the director of programs and program managers
- Proofread, type, and convert documents produced by program departments
- Coordinate with translation firm to ensure appropriate translation of program documents and various forms
- Disseminate program information to partners
- Assist with developing workflow protocols and other special projects
- Schedule meetings and interviews, take and disseminate minutes
- Compose correspondence, memos, emails, letters, reports, and presentations
- Create and maintain program packets with updated collateral materials

Qualifications

- Bilingual (English/Spanish) and multicultural staff highly desired
- High level and excellent organizational, written, and verbal communication skills
- Experience in data entry, CRMs, such as PODIO or similar workflow donor or event management software, Excel, Adobe, PowerPoint
- Ability to take initiative and pay close attention to detail
- Extensive knowledge of office management systems, equipment, and procedures
- Ability to work in a fast-paced, ever-changing environment while maintaining clear records
- Ability to be mobile, flexible and adapt to diverse work settings
- Ability to type at least 60 words a minute
- Highly proficient in Google Suite, Microsoft 365
- A valid Oregon driver's license, and proof of insurance, or a reliable mode of transportation required
- Must be able to pass a background check

Education and Experience

- BA/BS degree preferred or a combination of education and administrative experience
- At least 3 years of executive administrative assistant experience required
- Administrative training preferred
- Donor management, event planning experience a plus

Working Conditions

- Part time use of office space with stairs (no ADA access)
- Ability to lift 10-40 lbs.
- Prolonged periods sitting at a desk
- Frequent use of keyboard, 2 monitors, mouse, telephone and/or headset
- Project Access Now will equip assistant with laptop, monitors, and other home office work tools

How to Apply

Please visit our website at www.projectaccessnow.org. Complete the diversity, equity and inclusion questions and submit your response along with your resume and cover letter to jobs@projectaccessnow.org.

Project Access NOW recognizes the value of a diverse workforce and believes a diverse work environment empowers our community. We strongly encourage all qualified candidates to apply regardless of race, ethnicity, gender, sexual orientation, or religious affiliation.