



Position Description

Job Title:	Program and Office Administrator
Department:	Administration
Reports to:	Director of Finance and Operations
Hours:	40 hours per week / Full-time / Non-exempt
Compensation:	\$27.76 / Hour
Work Location:	Temporarily remote and office location

Position Summary

This position provides foundational support to the program and office teams, ensuring streamlined communication, improved operational efficiency, and standardization across programs. The Program and Office Administrator (POA) will provide crucial support for several teams, seeking opportunities to improve processes, innovate on current structures, and align teams. Beyond simply responding to delegated duties and tasks, the POA will take initiative to catch overlooked details and anticipate issues to help the organization maximize internal functions. This position requires a flexible, self-directed person with excellent interpersonal skills, strong initiative, a keen sense of detail and an ability to work well under pressure.

Principal Duties & Responsibilities

- Act as lead administrative support for internal workgroups and teams including scheduling, dissemination of agendas and packets, taking notes and tracking action items during meetings, following up on action items from prior meetings
- Facilitate internal IT needs and collaborate with Director of Finance and Operations, external IT vendors (e.g., LightPoint), and/or Strategic Projects Team
- Receive mail, packages, and visitors for the organization, in collaboration with Comagine
- Manage conference room access and public spaces, organizing as needed
- Coordinate all staff gatherings and events, back up event support for Board meetings
- Manage internal staff distribution lists and organizational calendars including training, staff birthdays, and adding/removing new team members as relevant
- Oversee general office accounts/subscriptions (SurveyMonkey, GroupGreeting, Lund Report, Monday.com, etc.)
- Establish collaborative templates and project plans for teams, assigning responsibility to team members as needed, and follow up on action items

- Support contact management lists for organization in partnership with DPR, including keeping email distribution lists current and organized
- Distribute, sort, and protect mail in office as necessary
- Collaborate with HR department to roll out onboarding checklist for new hires
- Monitor and reply to/route info@projectaccessnow.org inbox (volunteer inquiries, media inquiries, other, etc.)
- Maintain office signage
- Coordinate office supply orders and postage needs for the organization
- Support the programs team operationally by managing files, generating agendas, creating project management structures, collaborating across teams, and taking on tasks as assigned
- Calendar management: actively manage calendars and scheduling requests for/from Director of Programs, rescheduling meetings when conflicts arise, protecting focus times and lunch times from meeting conflicts
- Backup calendar management for Executive Director and/or other Directors as assigned
- Occasional admin support of Board Meetings and/or committee meetings, as back up for Executive Assistant.
- Other duties as assigned

Qualifications & Transferable Skills

- BA/BS degree preferred or a combination of education and administrative experience
- Strong and clear communication skills, both verbal and written
- Verbal and written English language proficiency sufficient to communicate with co-workers, community leaders, and community members
- Ability to prioritize multiple tasks and meet deadlines
- 5+ years of strong administrative experience
- Valid Oregon driver's license and proof of insurance required
- Bilingual and multicultural candidates are strongly encouraged to apply

Essential Abilities

- Excellent written and oral communication skills
- Ability to work independently
- Ability to prioritize tasks and manage multiple projects simultaneously
- Must be able to occasionally work on evenings and weekends
- Must be able to handle working in a fast-paced environment
- Ability to adapt to diverse work settings
- High level of skills in Microsoft 365, SharePoint, Teams, Excel, Google Applications with ability to quickly adapt and learn new software programs
- Ability to work in a shared office space
- Ability to manage and maintain confidentiality of sensitive information

- Function effectively with minimal supervision
- Strong attention to detail and accuracy in data entry
- Familiarity with health sector and/or social service sector a plus
- Familiarity with and adherence to HIPAA and company policies and procedures a plus

Working Conditions

- Proof of COVID-19 Vaccination required, or qualifying exception with compliance to organizational policies
- Hybrid work environment: temporarily working part time remotely and part time in the office
- Ability to lift 10-20 lbs.
- Prolonged periods at a desk
- Frequent use of keyboard, monitor, mouse, telephone and/or headset

About Us

The mission of Project Access NOW is to improve the health of our community by creating access to care and services for those in need. 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.

Project Access NOW offers a generous Benefits Package

100% employer-paid health insurance plan including: medical, dental, vision, acupuncture, and massage

401k Retirement Plan with immediate access to a 3% employer match

Up to 17 days of PTO for sick leave, personal business, vacation; 10 paid holidays and 4 floating holidays

Health Care, Dependent Care and Transportation Flex Spending Account

How to Apply

Visit our website: www.projectaccessnow.org/about-us/employment-opportunities. Submit your cover letter, resume and responses to the DEI questions found on our website to jobs@projectaccessnow.org.

