



Salem Keizer Coalition for Equality

Equity | Education | Empowerment

Salem Keizer Coalition for Equality Job Posting

Staff: Office Manager

Reports to: Executive Director

Salem/Keizer Coalition for Equality

www.skcequality.org

Posted: 4/16/2018

Location: Salem and Keizer, Oregon

Closing Date: Open until filled

Industry: Nonprofit, Education, Social Justice

Type: .75 FTE (30 hours per week 9am-4pm)

Starting Salary Range: \$15.20-\$16.25 hourly

Type: Non-exempt

Benefits: 11 paid holidays, paid vacation, paid sick time, Pension Fund contribution, family friendly workplace, COLA.

About Us

The Salem/Keizer Coalition for Equality advocates for equity, education and empowerment by providing leadership and education opportunities to English language learners and underserved families of color. Our values are social justice and inclusion for all with equality in voice and power in institutions that serve the people, and equity in education and economic opportunities.

Description Summary

This position provides administrative support for the organization. This position requires an individual who manages multiple tasks simultaneously, possesses grace and composure under pressure, interacts with all staff positively in a fast-paced environment, solves problems creatively, maintains confidentiality, takes initiative, attends to details. The person in this position must be flexible, patient, well organized, and proactive. Strong written and verbal bilingual (Spanish/English) communication skills are essential.

Supervision:

1. *Supervises other staff and/or volunteers (hiring/firing, discipline, direction, and performance reviews)?* No

Main Functions of the Position:

1. **Office Management** – Provides reception for phone calls and walk-ins; processes mail; manages central files; schedules facility; ensures office equipment is in good working order; assists with computer software and trouble-shooting; stocks and orders office supplies; takes, prepares and distributes program and staff meetings notes/minutes.



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2. **Human Resources** – Processes new hire and termination paperwork; tracks employee anniversary dates, performance appraisals, and step increases; processes timecards for payroll; completes updates to Employee Handbook; tracks due dates and completion of required employee training; and processes/implements pension fund benefit.
3. **Financial Operations** – Creates and issues invoices; manages and tracks contracts; makes bank deposits; processes purchase requests; manages petty cash and reimbursements; and oversees the use of corporate debit cards.
4. **Translation and Interpretation** – Translates written documents and emails from English to Spanish, including public information and meeting materials; provides English/Spanish interpretation for staff, contractors, partners and the public; and ensures Employee Handbook is updated in both Spanish and English.

Secondary Functions of the Position:

1. Contributes voice to organizational discussions.

Skills Required to do the Work:

1. Excellent organizational skills; efficiency and effectiveness in managing multiple tasks.
2. Excellent interpersonal communication skills; ability to work well with and provide support to people with diverse backgrounds, education levels, etc.
3. Excellent written communication skills; ability to prepare correspondence, draft text for use with public information, and present other information; ability to take and prepare meeting minutes.
4. Proficiency in English/Spanish translation and interpretation; ability to translate with clarity and facilitate communication between individuals.
5. Strong technical skills and basic math; ability to use computer software, including Microsoft Word, Excel- with formulas (or ability to learn formulas), and databases.
6. Ability to manage timesheets and payroll.
7. Detail oriented and excellent ability to take initiative.
8. Professionalism, including the ability to maintain confidentiality.

Other Helpful Skills:

1. Research skills
2. Office systems management
3. Organizational policy development

Knowledge and/or Experience Required to do the Work:

1. Knowledge of office management practices, organization techniques and filing systems
2. Experience learning new computer software
3. Experience with various cultures and populations
4. Understanding of social justice, civil rights, bias, prejudice and discrimination including immigrant rights, race, ethnicity, and racism.



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Other Helpful Knowledge and/or Experience:

1. Experience coordinating special projects and/or conducting research
2. Experience with non-profit organizations
3. Experience developing operating policies
4. Knowledge of local community resources

SKCE is an Equal Employment Opportunity Employer committed to a diverse, multicultural work environment. We strongly encourage people from diverse backgrounds to apply, including but not limited to: race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, age, or people experiencing disability.

Please email your cover letter, resume, application and addendum to nfrelander@skcequality.org.