



Posting Date: December 29, 2015

Position Title: Operations Associate

Reports To: Operations Manager

Duration: Regular

Hours: 40+ hours/week, full-time

Compensation: Annual salary of \$28,000-\$34,000, excellent medical, dental, vision and naturopathic care benefits (90% employer paid), 401K plan with employer contribution, cell phone credit.

Consideration of candidates will begin two weeks from posting date, and will continue until the position is filled.

Organization Description:

APANO is a 501c3 grassroots community organization based in Portland, Oregon. APANO's key strategies are base-building, leadership development, civic engagement, coalition building, strategic communications, policy advocacy, and campaigns. APANO envisions a just and equitable world where API are fully engaged in the social, economic, and political issues that affect us. We are organizing and uniting low-income, limited-English-proficiency, immigrant, COFA migrant, and refugee API communities, activists and allies statewide, in order to improve opportunities and prosperity for all Oregonians. Our strategic focus is to increase social justice and racial equity in Oregon through uniting and mobilizing API communities for equitable education and health, and social systems.

APANO operates two facilities in Southeast Portland. The primary facility is our office located at 2788 SE 82nd Ave Suite 203-- a 2200 square foot second floor office that includes a community room, two conference rooms, two restrooms, kitchenette, one private office, and 15+ workstations. The secondary facility is our Jade/APANO Multicultural Space (JAMS) located at 8114 SE Division St. -- a 8,000+ square foot community space that includes two large multi-use rooms, two restrooms, one game area, and 10+ temporary workstations

Position Description:

The Operations Associate is responsible for aiding the Operations Manager in office operations, venue support, event planning & support, fundraising, and providing assistance to other projects and programs as needed. The position is heavily logistical and operations focused, with opportunities to engage in further learning about the day-to-day operations of a growing, culturally-specific, community-based non-profit organization.

Position Responsibilities:

Facilities Support (30%)

1. Organize and maintain office storage and common areas, and community space storage and common areas
2. Maintain inventory of supplies, equipment, and swag
3. Assist with facilities open/close

Administrative Support (30%)

1. Provide general support for program work including preparing materials, space, and A/V needs
2. Assist with file organization and upkeep

Event Support (20%)

1. Assist with coordinating event logistics; tracking vendor, sponsor, and participant information
2. Recruit and coordinate volunteers; facilitate Events Committee as needed
3. Aid with on-site event support as assigned for both internal and external events

Membership Support (20%)

1. Data entry and list maintenance in membership database (SalsaLabs)
2. Assist with donor tracking and acknowledgments
3. Orient and coordinate new volunteers

Qualifications:

- Experience working in an office environment with constant traffic, diverse people and various support needs
- Interest and/or knowledge of event planning and non-profit support work
- Strong attention to detail; strong organizational skills
- Consistent track record of good follow through and ability to adapt to complex situations
- Good communication skills (both written and verbal) with ability to connect across multiple audiences
- Ability to meet deadlines, prioritize, and perform a wide variety of tasks
- Strong computer competency; proficiency in Microsoft Office, Google Apps, social media
- Proactive, helpful, can-do attitude
- Flexible schedule to work both in office and for evening/weekend events as needed
- Motivation, enthusiasm and a willingness to learn
- Commitment to and vision for APANO's mission

Additional Skills Preferred:

- Ability to speak an Asian and/or Pacific Islander language conversationally
- Interest in and/or knowledge of the Asian and Pacific Islander communities in Oregon
- Familiarity with current APANO database applications (Google; SalsaLabs)
- Experience with event support and/or operations support
- Good sense of humor, grace under pressure, and dedication to enjoying work

Physical Demands:

- Generally the job requires 80% sitting, 10% movement, and 10% standing
- Occasionally may be required to lift and carry during event set up
- Occasionally may require long and/or odd hours for events

How to Apply:

Only complete applications submitted by January 12, 2016 at 5:00 PM Pacific Time will initially be considered. Applications should be emailed as an attached document (PDF preferred) to jobs@apano.org with subject title "Operations Associate". Complete applications include:

Complete applications include:

- Cover letter (1 pages max) clearly outlining the specific skills and knowledge
- A resume (2 pages max) detailing relevant experience, work history, education, and accomplishments
- 3 references, with contact information, and your relationship to reference

For more information, please email jobs@apano.org. Please, no calls.

APANO is an EEO employer and encourages applications from people of color, lesbian, gay, bisexual and transgender people and women.