

Position Title: Office Manager
Reports To: Director of Finance and Administration
Hours: 20 hours per week to start.
Compensation: \$17.00 per hour

About APANO:

The Asian Pacific American Network of Oregon (APANO) is Oregon's oldest and largest statewide Asian and Pacific Islander organizing and advocacy group, with a legacy of policy wins and innovative community programs. APANO is a 501c4 organization and affiliated with APANO Communities United Fund, a 501c3 organization, to achieve our larger vision of a just and equitable world where Asians and Pacific Islanders are fully engaged in the social, economic and political issues that affect us. APANO's key strategies are organizing, leadership development, civic engagement and policy advocacy, and cultural work. We are organizing and uniting low-income, limited English proficiency, immigrant and refugee API communities, activists, and allies statewide in order to improve opportunities and prosperity for all Oregonians. We increasingly work at the intersections of oppression, are committed to shifting the balance of power, and striving for systemic change in solidarity with communities experiencing oppression.

Office Manager:

The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. With the Director of Finance and Administration (DFA) the Office Manager is responsible for developing, streamlining, documenting, and maintaining administrative procedures.

Primary Responsibilities:

- Point person for mailing, shipping, office supplies, mail, and office-related errands
- With DFA, create and maintain office policies as necessary
- With DFA, organize office operations and procedures
- Coordinate with DFA for IT and facilities
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- With DFA, manage contract and price negotiations with office vendors, service providers and office lease
- Provide general support to visitors
- Responsible for managing office services by ensuring office operations are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved
- Establish a historical reference for the office by outlining procedures for records protection and retention
- Work with team members to ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems
- Determine current trends and provide a review to management to act on
- Remain updated on technical and professional knowledge

- Organize orientation and training of new staff members
- Design, implement, and/or maintain filing systems
- Ensure security, integrity and confidentiality of data
- Instigate procedural and policy changes to improve operational efficiency
- Maintain a safe and secure working environment

Desired Qualifications:

- Energetic professional who doesn't mind wearing multiple hats.
- 2+ years of experience handling a wide range of customer service and administrative support tasks.
- Well-versed in both Google and Microsoft office suites.
- Able to work independently with little or no supervision.
- Excellent problem-solving capabilities.
- Well-organized, detail-oriented, flexible, and enjoy the administrative challenges of supporting an office of diverse people.
- Preference will be given to candidates with a working knowledge of QuickBooks.
- Preference will be given to candidates with constituent management database experience

How to Apply:

Only complete applications submitted by June 17, 2019, at 5:00 PM Pacific Time will be considered.

Applications should be emailed as a single attached document (PDF preferred) to jobs@apano.org with the subject title "Office Manager."

Complete applications include:

- Cover letter (1-page max) clearly outlining the specific skills and knowledge that you bring to the job and how you are a good fit with the responsibilities of the position
- A resume (2 pages max) with relevant experience, work history, education, and accomplishments
- 3 references, with contact information, and your relationship to the reference

For more information, please email jobs@apano.org.

APANO CUF celebrates diversity and is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.