



Position Title: Office & Events Assistant

Reports To: Office and Events Manager

Duration: October 1, 2015 to October 31, 2016

Hours: 10 hours/week; hours may vary based on organizational need

Compensation: \$10-\$12/hour DOE

Consideration of applicants will begin on September 25, and 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 Facilities & Events Assistant is responsible for aiding the Office & Events Manager in office operations, venue support, event planning, event support, fundraising, and assisting on other projects as needed. The position is heavily office support and event support 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 programming work and communications
2. Data entry and list maintenance in membership database (SalsaLabs)
3. Assist with file organization and upkeep

Event Planning & Support (30%)

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

Development (10%)

1. Assist with donor research, outreach, and acknowledgments
2. Provide donation tracking and reporting support as needed

Qualifications:

- Experience working in an office environment with constant traffic and various support needs
- Interest and/or knowledge of event planning and non-profit development
- Strong attention to detail; strong organizational skills
- 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 facilities 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 Friday, September 25, 2015 at 5PM Pacific Time will initially be considered. Applications should be emailed to jobs@apano.org or mailed to the APANO office:

APANO
2788 SE 82nd Ave. Suite 203
Portland, OR 97266

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.