



**CIVICS LEARNING PROJECT is looking for an**

## **OFFICE ADMINISTRATOR**

***The best way to preserve democracy is to teach democracy.***

***Civics Learning Project (CLP)** is Oregon's leader in preparing youth to become active, engaged, and informed participants in democratic society. We provide evidence-based programs that bring teachers and students together with civic leaders, attorneys, judges, law enforcement, and policymakers to provide K-12 students with hands-on experiences that demonstrate how government, the legal system, and other civic enterprises work. During the 2022-23 school year, we provided engaging professional development opportunities to more than 1,300 teachers and a wide variety of challenging, fun, and experience-based programs to nearly 148,000 students. We are a dedicated, passionate, collaborative, and caring team of civic-minded individuals, working with an amazing network of over 700 volunteers across the state to extend our reach and impact to a growing number of teachers and students.*

*CLP is looking for a **full-time Office Administrator** to join our team. If you are looking to make a difference and this sounds like a climate in which you would flourish, read on.*

### **POSITION DESCRIPTION**

The Office Administrator is responsible for the smooth operation of Civics Learning Project's office, administrative, and fiscal functions. They serve as the first point of contact for visitors and callers, as well as providing critical support to the CLP Leadership, Development, and Program staff; Board of Directors; facilities; and key contractors such as accounting and grant writing.

This is a full-time, year-round position in Portland, OR. The Office Administrator will report to the Director of Development & Communications and work closely with all members of the CLP team. Because of the nature of the Administrator's duties, this position will primarily be in-person, in-office.

### **RESPONSIBILITIES**

- Provide logistical and administrative support to the Executive Director and the Leadership team, including
  - Assistance with scheduling, communications, filing, and procedures.
  - Serving as primary point of contact for contract bookkeeper and accountant.
  - Serving as primary point of contact for contract grant writer and maintaining all grant files and tracking.
- Support CLP's Board of Directors, working with the Director of Development & Communications and Executive Director, including:
  - Coordinate Board and Committee meetings, including calendaring, materials preparation, catering, and meeting site logistics.
  - Take Board meeting minutes.
  - Assist with periodic Board information collection, communications, and reminders.
- Support organizational programs and activities, including:
  - Track donations in the Customer Relationship Management system (Virtuous), and process donor receipts and letters in a timely fashion.
  - Printing and distribution of materials for program support, including outreach packets, supplies and collateral for regional staff, and program-specific materials.
  - Assist with tracking and reporting of teacher and student participation, volunteer activity, and contact information in Virtuous.
  - Attend and support events, including set-up and take-down as well as participant and volunteer welcome and assistance.
- Coordinate administrative functions of the CLP office to ensure smooth, effective operations including:
  - Answer phones, greet visitors, and process incoming mail.
  - Maintain office facilities and serve as primary contact for maintenance requests and tenant issues.
  - Maintain office equipment and order office supplies.
  - Maintain documentation of office procedures, technology systems, accounts, renewals, and passwords.
  - Evaluation and recommendation of software, technology, and support systems.

- Provide fiscal and accounting support, including:
  - Deposit checks, reconcile credit card accounts, and track and process invoices.
  - Run regular reports for fiscal and development operations, including payment processors (e.g., Stripe) and donation portals as well as copier and postage meter usage.
  - Upload financial files for accounting team and assist with reconciliation as needed.
  - Maintain vendor information files and W9 forms.
  - Prepare materials for annual audit.
- Serve as primary support for organization-wide processes, including:
  - Develop and maintain CLP procedures manual.
  - Maintain supplies of key organizational collateral and promotional materials.
  - Maintain and organize CLP archive.
  - Organization, maintenance, permissions, and account management of CLP's Google workspace.
- Special projects as needed and appropriate.

## QUALIFICATIONS

- Associate degree required; Bachelor's degree preferred.
- Minimum of 4 years working in office administration.
- Highly proficient in Microsoft and Google Suite applications.
- Experience using CRM (e.g., Virtuous, Bloomerang) and campaign management (e.g., MailChimp, Constant Contact) platforms.
- Outstanding communications skills, both oral and written.
- Organized and detail oriented.
- Team-oriented, collaborative, and flexible.
- Demonstrated ability to work cross-culturally with empathy, sensitivity, and respect.
- Nonprofit or educational experience desirable.

## HOURS & COMPENSATION AND BENEFITS

- This is a full-time (40 hours per week) exempt position reporting to the Director of Development & Communications.
- Work is generally between 8am and 5pm Monday through Friday in our downtown Portland office. Limited telework is negotiable. Some evening and weekend hours will be necessary to support programs.
- The salary range for this position is \$52,000 to \$57,000, depending on qualifications.
- This position offers a competitive benefits package, including medical and dental insurance, long-term disability and life insurance, and a 403(b) retirement plan.

## TO APPLY

Please submit:

- A cover letter that reflects how your interests and experience qualify you for the Office Administrator position;
- A resume that clearly details experience relevant to this position; and
- Three professional references.

**Send via email as a PDF** to [employment@civicslearning.org](mailto:employment@civicslearning.org) with Office Administrator in the subject line. All inquiries will be handled confidentially. The position is open until filled.

*Civics Learning Project adheres to a non-discrimination policy with respect to employment, educational programs, and activities.*

*Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At CLP we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.*