

# [RESOLUTIONS] NORTHWEST

**Job Title:** Office Administrator

**Salary:** \$35/hr - This is contract position and benefits are not provided

**Reports To:** Executive Director

**Location:** Hybrid (SE Portland)

**Employment Type** Part time (20-30 hrs/wk depending on workload)

**Start Date:** Early March

## WHO WE ARE

Resolutions Northwest is a PDX-based non-profit focused on strengthening community and advancing racial and social justice. We work towards honest dialogue and systems change. We offer all types of mediations, including community, workplace and landlord-tenant. Our ultimate goal is to provide equitable services to strengthen relationships, shift practices, and improve outcomes. Learn more about us by going to <https://resolutionsnorthwest.org/>

## JOB SUMMARY

We're seeking a proactive Office Administrator with strong organizational skills and a true commitment to our mission and values. In this role, you'll provide essential support across administrative, program, and communication areas. You'll partner closely with the Executive Director and collaborate with contractors to keep projects moving forward and ensure the office operates smoothly and efficiently.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage program/grant invoicing
- Data transfer and updates to multiple databases
- Tracking of paid invoices and bills that need to be paid
- Collaborating with bookkeeper and executive director ensuring administrative functions of the nonprofit are completed
- Office Administration, scheduling mediations, check deposits, flier printing and other duties assigned by the executive director.
- Attend weekly check-in meeting
- Office reception, including checking voicemail and emails, and general office communication
- Assign cases in legal software (OFAP)
- Manage case management software (Legal Server)
- Website updates and changes
- Assist in creating a newsletter, grant reports and annual report
- Work from our office in SE Portland on average twice per month
- Volunteer Coordination
- Grant research, reporting and assistance with writing
- Coordinate Vendors
- Other duties as determined in collaboration with the Executive Director

## **QUALIFICATIONS**

The following qualifications and skills will be needed on the job. Even if you do not meet all of the requirements described, if you believe you are a good fit for the position, we encourage you to apply.

- 2 years Experience working in a similar role
- Proficiency with tech and tools and software, including MS Office or Google Workspace, and willingness to learn new software.
- Willing and able to work from our office in SE Portland on average twice per month
- Reliable internet access for hybrid work
- Proactive and self-motivated with great follow-through
- Strongly detail oriented with the ability to prioritize efforts and meet deadlines
- Highly personable, and committed to using tact and discretion in dealing with confidential and sensitive matters.
- Enthusiasm for customer service internally and externally, with excellent communication and interpersonal skills, including an ability to connect across race, ethnicity, and cultural backgrounds
- The ability to work both independently and in collaboration
- Experience working in case management software or other database software
- Strong written and verbal communication

## **PREFERRED QUALIFICATIONS**

- Experience with Website maintenance and/or updates
- Experience working with Canva or other design software
- Experience with researching, reporting or writing grants
- General experience with communications, outreach or marketing.

## **TO APPLY**

Email [info@resolutionsnorthwest.org](mailto:info@resolutionsnorthwest.org) with your resume and cover letter.

Resolutions Northwest embraces excellence through diversity, advocates the principles and spirit of affirmative action, and is strongly committed to the promotion of: race, gender, ability and class equity, throughout our programs and services. To this end, RNW is an equal opportunity employer.