



Title: **Executive Assistant**
Department: Administration
Location: Portland, Oregon
Reports to: Executive Director

JOB SUMMARY:

The Executive Assistant is a member of the Management Team of PACS who supports PACS's mission to follow Christ's example to nourish the mind, body and spirit, while fostering dignity among those we serve. In particular, the Executive Assistant will apply these principles to provide communication and office management to the organization, and administrative support to the Executive Director.

To excel in this role, a successful applicant should have excellent written and oral communication skills, intuitive listening, attention to detail, and have excellent follow-through. These characteristics are critical to obtaining successful results in these significant areas of responsibility. The individual filling this role should be results-oriented, self-motivated, capable of tracking and meeting deadlines, and an excellent planner.

HOURLY RATE & STATUS

- 20 – 25 hours per week / \$22 – 24 per hour; non-exempt.
- Eligible for medical, dental, vision, & 401k benefits

HOW TO APPLY

To be considered for this position, submit a resume and cover letter describing your qualifications and interest in this position to jobs@pacsonline.org

APPLICATION ACKNOWLEDGMENT

Candidates applying for this role need to be aware that they are applying for a position under the umbrella of the Seventh-Day Adventist Church, and that the parameters of this parent organization will influence the scope and nature of the work performed and produced by this role.

Portland Adventist Community Services (PACS) is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex, (including pregnancy, childbirth, and pregnancy-related conditions), age national origin, marital status, physical or mental disability, or other protected categories under Oregon laws, regulations or local ordinances.

OPEN UNTIL FILLED: Applications will be considered immediately, and the position is open until filled.

ROLES & RESPONSIBILITIES

Administrative Support

- Manage and maintain the executive director's schedule, including scheduling meetings, appointments, and tours.
- Prepare and edit correspondence, communications, presentations, and other documents
- Assist in the planning and execution of projects, including tracking progress and providing regular updates to ensure deadlines are met and deliverables are completed.
- Facilitates the processing of donation thank you letters by printing, submitting them to the executive director for signature, and mailing the letters in a timely manner.
- Manage the recruitment process for open positions and assist in onboarding new hires, including scheduling orientation meetings with administrative staff
- Maintain the security access codes and communicates changes to security company (Alarm First Security)
- Assist in the tracking and management of organizational policies, constitution and bylaws in collaboration with HR.
- Coordinate with various departments to ensure office policies are followed.
- Assist in organizational event planning
- Other duties as assigned

Communication Management

- Serve as the primary point of contact between the executive and internal/external stakeholders.
- Screen and prioritize incoming communications, including emails and phone calls.
- Manage the PACS administrative calendar with vacation requests, closures and meetings affecting all staff
- Maintain email distribution lists of staff, Board of Directors, Finance Committee, phone lists and employee database
- Draft and collaborate with the executive director for all staff and Board communications
- Organize and coordinate meetings, including preparing agendas, taking minutes, and following up on action items. Ensure all necessary materials are prepared and distributed in advance.
- Manage organizational materials, including brochures, business cards, organizational charts, holiday schedules, phone trees, etc.
- Handle sensitive information with the utmost confidentiality and discretion.

Office Management

- Oversee office operations, including managing supplies, equipment, and facilities.
- Greet and welcome visitors as soon as they arrive at the office, directing them to the appropriate person or office.
- Maintain office efficiency by planning and implementing office procedures and workflows
- Maintain office security by following safety procedures and controlling access via the reception desk
- Answer, screen, and forward incoming phone calls.
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort, and distribute daily mail and deliveries.
- Manage outgoing mail and packages.
- Ensure the reception area is tidy and presentable, with all necessary stationery and materials (e.g., pens, forms, brochures).
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing.

- Coordinate with other departments to ensure smooth office functioning.
- Manage relationships with office vendors and service providers.
- Oversee office budget, including monitoring expenses, managing cost-savings initiatives, and handling billing and invoicing for office-related expenses.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Office management or administrative management experience
- Strong communication skills – written and verbal – with the ability to integrate mission and values into internal and external communications
- Demonstrated efficiency with time management and strategies for prioritizing and organizing work
- Knowledge of non-profit organizational workflow operations
- Ability to work with little or no supervision and under conditions of frequent interruptions
- Ability to maintain professionalism and confidentiality

PREFERRED EXPERIENCE

- Experience working in or with non-profit organizations preferred
- Experience working with faith-based organizations preferred

PHYSICAL REQUIREMENTS

- Extended periods of sitting at a desk
- Extended periods of working on a computer
- Occasional carrying/pushing/pulling/lifting up to 35-pounds

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