

Downtown Oregon City Association Job Description

Nonprofit Administrative Assistant

About the Organization:

Downtown Oregon City Association (DOCA) is a mission-driven nonprofit organization dedicated to growth in community and local business commerce. We are committed to positively impacting our community and achieving our goals through various programs and initiatives.

Position: Nonprofit Administrative Assistant

Location: Oregon City

Employment Type: Part-time

Supervisor:

Executive Director

Position Overview:

The Administrative Assistant position will primarily support the organization's day-to-day administrative operations and provide crucial assistance to ensure the smooth functioning of our nonprofit.

This individual must be highly organized and detail-oriented with a positive outlook and a clear focus on high-quality customer support; possess excellent time management skills; be credible and comfortable dealing with a broad spectrum of business industries and people.

Office-Clerical:

- Perform office clerical responsibilities efficiently. Represent the DOCA professionally with excellent customer service. Assist members and clients and field incoming phone calls.
- Assist with monthly and quarterly reporting of DOCA financials, reconciliation reports, and consolidation of accounts for CPA, OMS & DOJ.
- Scanning and filing necessary documents for storage and distribution to the bookkeeper.
- Help to maintain inventory of supplies and merchandise.
- Prepare and update informational material for public distribution, press releases, and other communications as needed.
- Social media: Facebook, LinkedIn, Insta Gram, etc.
- Work collaboratively with staff, teams, and committees to help implement the Strategic Plan.
- Seek industry best practices to improve DOCA deliverables and personal-professional development.
- Maintain the accuracy of the database.
- Assist with the planning and delivery of events as needed.
- Maintain a positive relationship with all members/clients.
- Field calls to help with community requests.
- Serve as a positive liaison between DOCA and the community.
- Communicate the value of the DOCA when out in the community.
- Assist the ED as needed to deliver on goals and priorities.

Skills Required:

- Outgoing, excellent communication skills (in-person, phone, Zoom, email).
- Schedule availability to work outside the office and attend occasional events.
- Willingness to learn and improve on skills.
- Ability to work with staff, volunteers, and committees and accept directions.
- Ability to work independently and with minimal supervision.
- Ability to deal with interruptions.
- Ability to multi-task in a fast-paced environment.
- - Proficiency in using QuickBooks software for financial management and reporting.
- Google Suite
- Microsoft Office Suite, including Outlook, Word, PowerPoint, and Excel, as well as Internet research abilities, is necessary.
- Ability to learn new apps and other technology.
- Working knowledge of social media platforms (Facebook, LinkedIn, Insta Gram, Word Press, etc) is a bonus.
- Strong organizational skills and capacity to plan, prioritize and manage multiple projects.
- A professional appearance and a positive team spirit attitude are required.
- A high level of confidentiality is required.
- Must have dependable transportation.
- Must possess a valid driver's license, acceptable driving record, and proof of current vehicle insurance, as some driving may be required.

To apply, please email a cover letter, resume, and three references in PDF format to DOCA@oregoncity.org. We recognize that many transferable skills from other experiences may be relevant, and we encourage applicants to highlight those in the cover letter and resume. Applications without a cover letter will not be considered.

We encourage interested candidates to apply as soon as possible. Review of applications will begin July 31, 2023, and the position will remain open until filled—emails only, no phone calls, please. We contact applicants whose qualifications best match the position requirements.

Downtown Oregon City Associate is an equal opportunity, affirmative action employer committed to a diverse workforce. The agency strives to create an inclusive environment that welcomes and values the diversity of the people we serve. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.