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**Position Title:** Administrative Operation Assistant

**Reports to:** Executive Director

**Hours:** 32 hours per week

**Compensation:** $15 per hour; $200 health insurance reimbursement with paid time off as per organization’s policy

**Opening Date:** August 2, 2018

**Closing Date:** Open until filled.

**About DMA:**

Division Midway Alliance (DMA) is a 501(c) (3) nonprofit organization dedicated to revitalizing the commercial corridor and improving livability for businesses and residents along SE Division Street between I-205 and the Portland city limits. The mission of Division Midway Alliance is to actively work to create a more prosperous area, improve our public image, foster public safety, and improve the lives and vitality of businesses and residents of the district through a collaborative effort. DMA recognizes the diversity of district businesses and residents and partners with business and community organizations to provide wrap around services designed to allow the community to rise in place including: one-on-one and classroom business technical assistance, citizenship classes, ESL classes, workforce development, community resource guidance and assistance.

**Position Summary:**

The primary duties and responsibilities include providing administrative support to ensure efficient operation of the office and assist Executive Director in a variety of operational and program related tasks. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, attentive, a good problem solver and organized.

**Responsibilities**

* Maintaining and managing communications systems: incoming and outgoing mail, web mail, online program fees and licenses.
* Carry out administrative duties such as answering phone calls, filing, typing, copying, binding, scanning etc.
* Serve as main administrative support for DMA Programs and assist in organizing board meetings.
* Entering annual budget into QuickBooks, tracking expenditures, analyzing variances, and carrying out necessary corrections that may arise.
* Using QuickBooks software, and processing Account Payables/Receivables in coordination with agency contract accountant. Collecting and reviewing timesheets; submitting payroll; and, ensuring accuracy
* Managing logistics of staff recruitment and assist in providing orientation and training to new employees.
* Allocating tasks and assignments of office volunteers and monitoring their performance.
* Coordinating appointments of Executive Director
* Serve as initial point of contact and resource for inquiries from partners, community organizations, and community members
* Conduct data entry and program database management
* Assist Executive Director in program development, implementation and reporting.
* Assist in planning and coordinating trainings and events, which includes serving as the primary contact for vendors, registering attendees, and ensuring appropriate supplies
* Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
* Update Social Medias such as Facebook, twitter and organization’s website.
* Assist Executive Director in maintaining and developing policies and procedures.
* Other miscellaneous tasks as requested.

**Essential skills and experience:**

* Advanced knowledge of QuickBooks software.
* Experience with non-profit organizational systems preferred.
* Ability to organize and prioritize tasks and meet strict deadlines with little oversight
* Possesses excellent communication, proof reading, and follow-up skills
* Demonstrated experience using MS Office products (PowerPoint, Word, and Excel)
* Anticipates demands and actively manages departmental needs
* Communicates effectively and tactfully with persons on all levels and maintains productive relationships
* Willingness to work with a positive and helpful attitude
* Must be able to work both independently as well as in team-oriented work groups, and to work cooperatively with other support team members and staff
* Commitment to Division Midway Alliance Mission
* Ability to communicate across many cultures and languages

**Preferred Education /Training and/or Experience:** Associate degree and three or more year’s office management and accounting experience. Bachelor’s degree preferred. Bilingual and multilingual candidates are preferred.

**Physical Requirements:** Position requires physical lifting of 25lbs. or less, on a limited basis. Position requires sitting for extended periods of time.

**Work Schedule:** Normal working hours 9am-5pm. Additional hours may be needed to meet deadlines. Attendance and participation at some of the evening and weekend meetings will be necessary.

**How to Apply**

Applications need to be mailed as an attached document (PDF preferred) to [info@divisionmidway.org](mailto:info@divisionmidway.org) with subject title “Administrative Operation Assistant”. Only complete applications will be considered. Complete applications include:

* Cover letter (2 pages max) clearly outlining the specific skills and knowledge you bring to the job and how you are a good fit with the responsibilities of the position.
* A resume (2 pages max) detailing relevant experience, work history, education & accomplishments.
* At least 3 references, including your current or most recent position, their name, title, email, phone, city and state information and your relationship to them.

For more information, please email [info@divisionmidway.org](mailto:info@divisionmidway.org).No phone calls please.

DMA is an Equal Opportunity Employer.