



**Position Title:** Operations and Communications Coordinator

**Reports to:** Executive Director

**Hours:** 40 hours a week

**Wage:** \$ 36950 - \$39250 per year

**Benefits:** \$200 health insurance reimbursement with paid time off as per organization's policy

**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 candidate must develop collaborative community partnerships and build trust with diverse community members. The position will interact with community partners, residents and business community in the district. The Operations and Communication Coordinator will also collaborate with community liaisons and help facilitate communication with program partners and identify other community resources as necessary. The ideal candidate for this job is resourceful, attentive, a good problem solver and organized.

**Responsibilities**

**Office Coordination:**

- Greet office visitors and answer phone calls
- Manage communications systems: incoming and outgoing mail, record keeping, filing and database management
- Maintain merchandise inventory, purchase, and organize all office supplies; recommendations on office needs
- Troubleshoot issues and communicate with vendors when problems arise

**Operations:**

- Respond to "info@divisionmidway.org" emails and direct inquiries to the appropriate staff
- Enter contact information and relevant data into the system
- Assist Executive Director in organizing board meetings, events, and programs.
- Enter annual budget into QuickBooks, tracking expenditures, analyzing variances, and carrying out necessary corrections that may arise, process online program fees and licenses.
- Process Account Payables/Receivables in coordination with agency contract accountant
- Collect and review timesheets; submitting payroll; and, ensuring accuracy
- Other miscellaneous tasks as requested.

### **Communications, Outreach and Events**

- Work with Executive Director, Project Coordinator and Community Outreach Liaisons in implementing organization's programs
- Assist Executive Director and Project Coordinator in developing annual volunteer outreach plans, coordinate volunteer activities and maintain a volunteer database.
- Coordinate and prepare monthly newsletter
- Manage Mail chimp lists and create systems to keep information current
- Create and monitor social media content, update organizational calendar
- Make timely and relevant updates to website
- Attend outreach and special events as needed
- Assist in prep and planning of special events and manage all communications
- Keep outreach materials stocked and organized

### **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)
- 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
- Committed 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. Our office hours are Monday-Friday, 8:30-5pm.

### **How to apply-**

Only complete applications submitted by Monday, July 1, 2019, at 5:00 PM Pacific Time will be considered. Applications should be emailed as a single attached document (PDF preferred) to [info@divisionmidway.org](mailto:info@divisionmidway.org) with the subject title "Operations and Communications Coordinator."

Complete applications include:

- Cover letter (1-page max) clearly outlining the specific skills and knowledge that you bring to the job and how you are a good fit with the responsibilities of the position
- A resume (2 pages max) with relevant experience, work history, education, and accomplishments
- 3 references, with contact information, and your relationship to the reference