

## **OREGON RURAL ACTION**

### **Job Description**

#### **Administrative Assistant & Membership Manager**

Oregon Rural Action is a 501(c)(3) nonprofit membership-based community organization working to promote social justice, agricultural and economic sustainability, and stewardship of the region's land, air and water in Eastern Oregon. We're bringing people together through community organizing to build strong communities. We provide information and tools for local people to use in addressing the issues affecting our communities.

We envision the responsible and sustainable use of our natural resources and agricultural lands, a region of social livability and equality, thriving and diverse local economies, and opportunity for present and future generations.

#### **Staff Role Within the Organization**

Because the development of the leadership current and potential ORA members is critical to our success, much of our staff work focuses on improving each member's ability to participate in the organization and to effect change in her or his community. The organization is democratically controlled by its members through the Board of Directors. We operate and make decision based on our mission, vision and our values: Democracy, Participation, Leadership Development, Diversity & Cooperation, Justice and Stewardship.

The staff receives direction from the Staff Director, who assigns the tasks necessary to carry out the Board's directions. Staff members do not vote at Board meetings, lobby Oregon Rural Action members, or speak to the media or testify publicly unless specifically authorized or delegated this task.

#### **Job Summary**

This position encompasses several jobs including membership coordination (about 50%) and office management and administrative assistance (about 50%).

While each employee at ORA has individual work assignments, the entire staff works together as a team to accomplish the goals set by the membership and Board of Directors. The position of Office Manager is key to the success of ORA because s/he is responsible for running the office in such a way that ORA can efficiently accomplish its goals. S/he is responsible for keeping accurate organizational records (in particular, membership records), ensuring that incoming and outgoing mail and correspondence is accurately tracked, ensuring that all monies received are accurately tracked and accounted for, ensuring that office systems are efficient and thorough, and coordinating the use and maintenance of all office equipment. Essentially, the Office Manager's job ranges from the mundane to the strategic, and it must be done in a helpful, confidential, and professional manner.

The Office Manager is an hourly, half-time position (20 hours per week) that includes employee health insurance on ORA's group plan. The Office Manager is supervised by the ORA Staff Director. Compensation and benefits will be defined in the employment agreement contract.

#### **Necessary Qualifications**

The Office Manager must be highly organized, detail oriented, and able to handle various tasks efficiently in a busy office setting. S/he must maintain a positive and helpful attitude when facilitating the work of other staff and in interactions with members. He or she must have excellent "people skills" both in

person and on the phone. He or she must be familiar with the various computer software systems used by office staff, which includes (but is not limited to) Microsoft Office Systems, Quickbooks and database systems. Office manager must be familiar with or able to quickly learn CiviCRM database system, GoogleApps, InDesign, Plone and Basecamp (our time-tracking system). As our office computers are Macs, the Office Manager must have experience or be willing to quickly learn to us the Mac operating system. He or she must have professional business writing skills and be willing to direct more creative writing needs to others on the staff. He or she must be willing and able to take direction and then work independently.

## **Specific Responsibilities**

### **1. Membership Coordination**

Ensuring our database is accurate, member dues are renewed and contributions are carefully tracked and recorded is critically important to our internal fundraising and financial sustainability.

Duties Include:

- Coordinating Membership Renewal process
  - Coordinate membership renewals on a monthly basis with other staff, members and board
  - Send thank you notes and update database and Quickbooks
  - Monitor and track renewal rate
  - Making follow-up calls to non-renewals
- Tracking, recording and maintaining all automatic payments and contributions processing them with receipts and written acknowledgement
- Providing monthly membership reports to the staff and board
- Keeping the database up-to-date
  - Updating WORC and VAN member lists yearly
  - Updating and checking member lists for completeness and accuracy monthly
- Developing volunteer base to help with membership coordination
- Send out yearly tax letters
- Coordinate bulk mailings
- Distribute new member packet to all new members

### **2. Office Management**

- Keep brochures, fact sheets, thank you notes and other materials in stock
- Collect mail
- Ensure we always have necessary office supplies and commonly used materials
- Answer the phone and check messages daily
- Filing
- Ensure that office utility services and equipment are reliable and maintained
- Initiate and organize office cleaning on a weekly basis by a rotating pool of the entire staff
- Ensuring that the public display materials in the office are organized and updated

### **3. Administrative Assistance**

- Assist with document development and prompt submission of grants
- Track critical grant deadlines
- Take notes at bi-weekly staff meetings
- Help plan and facilitate the Annual Meeting and other meetings
- Assist Staff Director in paying bills and payroll monthly
- Sending monthly board mailings
- Ensuring that the official Board notebook is updated and distributed to each new Board member
- Assist Staff Director with additional tasks as needed

- 4. The Office & Membership Manager, as all other staff, is responsible for performing the administrative tasks necessary to accomplish his or her job.** This includes, but is not limited to:
- Filling out monthly time sheets and other office paperwork, as appropriate (e.g., requests for leave, sick leave, reimbursements);
  - Participating in and assisting with trainings for staff, member leaders, and other members for their leadership development;
  - Attending staff meetings, ORA annual meeting, Western Organization of Resource Council staff meetings, and other meetings and events as requested;
  - Taking on additional assignments when other staff persons are absent and as requested.

Application Deadline: January 8, 2012

Face-to-Face Interviews: Week of January 9, 2012

Start Date: Prior to February 1 if possible

Please send a cover letter (tell us why you want the job), resume, writing sample and three references to: Search Committee; Oregon Rural Action; P.O. Box 1231; La Grande, OR 97850; or email the same to [nella@oregonrural.org](mailto:nella@oregonrural.org).

December 2011