



Job Title: Operations Administrator (Part-time)

Location: Partial Remote, Portland Metro Area

Position Summary: The Operations Administrator supports the organization's staff, Board of Directors, and a network of relationships. The Operations Administrator performs a range of administrative functions to maintain the organization's business functions, while also providing support for program and fundraising events and activities. Additionally, the Operations Administrator will be back up for website maintenance, digital marketing. The Operations Administrator will work in partnership with the AGE+ CEO, President and staff to manage the donor database. This is a 20-hour per week position, with a flexible schedule and partial remote, work-from-home.

Duties:

- Process donor gifts and correspondences with donor management database
- Produce donor reports as needed
- Provide support for small (less than 50 attendees) and large (200+) community events that include guest registration, ticket purchases, table sponsorships, follow up correspondence, etc.
- Executive schedule management for CEO and President
- Manage expense reports for CEO and President
- Support Board of Directors Meetings (note taking, meeting preparation)
- Manage large mailings throughout the year
- Navigate general office correspondence, distributing as appropriate
- Organize and maintain office files both electronic and hard copy

Qualifications:

- Associate degree and two years of work experience or equivalent education/work experience
- Commitment to statewide Diversity, Equity and Inclusion
- Strong organizational skills, attention to detail, and conscientious follow-through
- Strong computer skills (Word, Excel, Outlook and PowerPoint)
- Strong CRM software skills (Salesforce or other)
- Strong written and verbal communication skills and good judgement for communicating with donors and partners
- Ability to maintain confidentiality and protect donor, client and volunteer information
- Manage multiple priorities and tasks
- Experience working with diverse populations
- Experience entering data and managing reports in CRM i.e., Salesforce
- Excellent time management and process development skills, ability to be resourceful under pressure
- Experience with business correspondence, writing and editing
- Experience with light bookkeeping, accounts receivable and accounts payable

Working Conditions and Environment:

- Typical office setting (part-time, partial remote work)
- Occasional evening events (2-3 times per year)
- Occasional participation in offsite meetings (4-5 times per year)

Physical Demand:

- Ability to occasionally lift up to 30 lbs.

Salary and Benefits:

Salary range of \$19.00 - \$21.00 per hour (Dependent on qualifications)

Benefits: Paid vacation days, sick days, and holidays; professional development opportunities.

How to Apply:

Interested candidates can submit a cover letter and resume via email to: Lori Silverman, Chief Programs Officer, lsilverman@ageplus.org. Include "Operations Administrator" in the subject line. In the cover letter please describe your education background and or work experience that qualify you for this position. Also share in your cover letter why you are interested in this position and what strengths you will bring to the organization. Resumes will be accepted until the position is filled.

AGE+ is an equal opportunity employer that champions diversity. AGE+ will not discriminate against any applicant or employee on the basis of race, ethnicity, color, national origin, religion, sexuality, ability/physical challenges, marital status, age, and or gender identification.