

JOB DESCRIPTION

Job Title: Office Assistant FLSA Status: Non-Exempt

Reports To: Senior Operations Manager Prepared Date: May 21st, 2019

About ORS Impact: ORS Impact is a consulting firm that helps clients clarify, measure, and align around their social impact outcomes using evaluation, outcomes-based strategy and planning, theory of change, and robust internal MLE systems. We support philanthropies, nonprofits, and government agencies in their most challenging and complex work with our expertise in advocacy and policy change, networks and coalitions, systems change, and initiatives and strategies.

“Impact” is not just part of our name: it is a core value for why we do this work. Implicit in this value is the belief that the world can be more equitable, and that accelerating social progress will lead to better lives for everyone.

These statements, however, do not explicitly address the systems of power that grant privilege and access unequally, particularly based on race, but also based on age, sexual orientation, gender, immigration status, or disability. These systems underlie the issues our clients seek to address and can be perpetuated and strengthened even as well-intentioned people seek to make positive social change.

We believe that diversity makes us stronger. We believe that all people are equal and that holding some groups of people down holds all of us down. We believe that these issues are complex and that we will stumble in our efforts. However, the goal of a more just, fair, and inclusive society requires changing how we work together, how we work with clients, and proactively finding ways for our organization to make a difference in the fight for a more equitable world.

About the Position: The Office Assistant is highly organized and holds a wide range of business support duties. They will be responsible for managing the front desk and greeting all incoming guests. They will report to the Senior Operations Manager and work closely with the Operations team and senior leadership. The Office Assistant will also support the consulting staff on administrative duties as needed.

Duties and Responsibilities

- Manage front desk with light receptionist duties for a low traffic office: answer phone, receive deliveries, handle mail, greet and assist clients and visitors in a friendly and professional manner; maintain office professionalism and tidiness.
- Independently seek out, identify and fulfill administrative needs throughout the organization.
- Schedule senior team and staff meetings in addition to complex scheduling projects to support client work. Document meetings as needed.
- Provide scheduling and administrative support to CEO.
- Contribute to and set the tone for an inclusive and equitable workplace.
- Assist with on- and off-site events and large meetings with clients and staff including conference room scheduling, set-up, food ordering and preparation and clean-up.
- Order and stock office supplies within annual budget parameters. Track and report office supply and equipment needs, including laptop checkout and copy machine maintenance.

- Assist with preparing materials for client meetings including photocopies and faxes.
- Provide computer and software technical support as needed.
- Organize electronic and paper files, including data archive management.
- Assist with recruitment efforts, managing and forwarding candidate applications.
- Assist with other tasks and projects as assigned to support leadership, staff and company.

Required Qualifications

Previous office management, administrative or executive assistant experience is mandatory. This is not an entry-level position; you will need to be able to jump in and help a busy 29-person office stay organized and on track by implementing and maintaining effective administrative systems.

Must be proficient in Office (Excel, Word, Outlook, PowerPoint, etc.); have excellent oral, written and electronic communications skills and be comfortable with business support technology (webinars, video conferencing, copy/fax, etc.). Candidate must be superbly organized and committed to maintaining a friendly, professional, uncluttered and efficient work environment. Must be resourceful and motivated to learn new skills and technologies as required. Ability to gracefully multi-task and change direction at a moment's notice is highly desired.

This is a full-time, on-site position. You must be available 8:30am-5:00pm Monday through Friday to provide full-time office support in our downtown Seattle location; telecommuting is not an option.

If you do not have the experience listed above or the ability to work on-site full time, please do not apply for this position. Note that this position is not an entry point to becoming an ORS Consultant. We are seeking someone who excels at and enjoys administrative work.

Education/Experience

Associates Degree and two years of related experience in a professional setting and/or training; or equivalent combination of education and experience.

To Apply

Please send a resume and cover letter detailing how your skills and experience align to the position requirements to careers@orsimpact.com by June 14th, 2019. In the subject line please write "ORS Office Assistant." We will contact qualified applicants.

ORS Impact is an equal opportunity employer and all qualified candidates are encouraged to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.