Operations Assistant – ORS Impact, Seattle

About ORS Impact

Founded in 1989, ORS Impact is a nationally recognized leader in outcome-based planning and evaluation. We provide consultation for clients in the philanthropic, non-profit and public sectors and use innovative and practical approaches to promote strategic learning, accountability and decision-making. A dynamic consulting environment, our four lines of business are:

- Evaluation
- Theory of Change
- Measurement, Learning and Evaluation
- Strategic Planning

Our work is grounded by three core values:

- **Social Impact**: Our passions, our motivations and our work are focused on supporting and accelerating social, environmental and cultural progress.
- **Intelligent Thought Partners and Leaders**: We have earned the respect of our peers through more than two decades of focused thinking about thorny challenges. We bring intellectual horsepower to projects and partnerships and will continue to build that capacity, to maintain a leadership position in our practice areas.
- **Relationships & Integrity**: Our success is grounded in trusting, enduring relationships—between members of our team, and between ORS and our clients. We hold those relationships in high regard and keep them at the center of our work. We always take the long view, prioritizing continued engagements of mutual support.

Operations Assistant Job Description

Summary: The Operations Assistant proactively supports the ORS Impact staff across a spectrum of operational and administrative activities and actions. The Operations Assistant works closely with the Director of Operations and the ORS Impact leadership team.

**Essential Duties and Responsibilities include the following:**

- Works proactively to find and meet operations and office needs throughout the organization.
- Supports business/operations in the following areas: contracting, invoicing/billing, accounts payable, capacity planning, expense management, employee hiring/onboarding and vendor management.
- Greets and assists clients and visitors in a friendly and professional manner.
- Maintains office professionalism and tidiness, including pre- and post-meeting set-up and clean-up.
- Schedules meetings including internal meetings, leadership team meetings and others as needed.
- Assists with preparing for and setting up on- and off-site events and large meetings with clients, internal staff meetings and internal working meetings; including food ordering and preparation.
- Orders and stocks office supplies within annual budget parameters. Keeps track of office supply and equipment needs, including laptop checkout.
• Documents internal meetings and assists with document formatting.
• Assists with preparing materials for client meetings and photocopies and faxes documents as needed.
• Answers the main ORS Impact phone line and receives deliveries. Gathers, distributes and manages incoming and outgoing mail.
• Provides computer and software technical support as needed.
• Completes errands related to banking and other office needs.
• Organizes files of electronic and paper resources, including data archive management as necessary.

Other tasks to support strategic directions of the company or other internal processes and projects as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

• Proactive problem solver that is willing to roll up their sleeves to support the ORS Impact staff in achieving our Social Impact goals.
• Excellent multitasker that can self-prioritize and quickly adjust actions in a fast-paced environment with changing priorities.
• Good communication skills (written and verbal) and ability to send professional-level emails.
• Proficient using Microsoft Word, Microsoft Excel, and Microsoft Outlook.
• Highly detail-oriented and organized.
• Ability to learn new project management and other software tools as needed, and operate and become proficient with current and new technology as it comes into the office.
• Team player with a friendly and professional demeanor.

Certificates and Licenses: Valid driver’s license and proof of insurance.

Education/Experience: Associate’s Degree and two years of related experience in a professional setting and/or training; or equivalent combination of education and experience.

Job Details and Application Process

This position is full time and non-exempt based in Seattle, WA. Candidates must be legally authorized to work in the United States, local candidates are preferred. This is not a position for telecommuters. Salary will be negotiated individually depending on experience, plus ORS’ benefits package. Qualified applicants should email a cover letter and resume in PDF format by October 3rd, 2014 to jobs@orsimpact.com, with your name and “Operations Assistant” in the subject line. No phone calls please.

ORS follows an equal opportunity employment policy and employs personnel without regard to race, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public.