



Southeast Uplift  
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[www.seuplift.org](http://www.seuplift.org)

## SE Uplift Administrative and Operations Specialist Position Description

**Job Title:** Office Manager

**Reports to:** Executive Director

**Status:** 32-36 hours per week

**Compensation:** \$21-\$23/hour depending on experience

**Benefits:** Robust benefits package with fully paid Dental & Medical benefits; Retirement Plan; and generous PTO

**Working Conditions:** This position offers some opportunity for remote work and a flexible schedule. It will require 3-4 days/week in person at our Main Street office. This position will also require occasional evening and weekend work. No travel required.

To apply, please email a cover letter and chronological resume to [info@seuplift.org](mailto:info@seuplift.org). Please title your documents and email with your last name, the name of the organization (SE Uplift), and the name of the document (resume or cover letter). The first round of application materials will be reviewed on Friday August 20<sup>th</sup>. Position will remain open until filled.

### History & Mission

Since 1968, the SE Uplift Neighborhood Coalition, a 501(c)(3) nonprofit organization, has collaborated with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being. SE Uplift partners with and supports a variety of neighborhood associations, business associations, and community groups. Additionally, SE Uplift empowers individuals and groups to engage with their communities and uplifts communities through a variety of skill-building trainings and resources. To find out more, please visit: <https://www.seuplift.org/who-we-are/missionvalues/>

### Overview of Position

This position supports a variety of administrative, property management, and events-related needs at SE Uplift and will frequently involve providing much needed support to SE Uplift staff. The person in this position will work closely with the Executive Director, bookkeeper, and other staff to make sure day to day administrative and operation tasks are completed in a timely and efficient manner. This position involves computer, phone, and office/administrative work, hands-on property management work, light IT support. This role requires a flexible and versatile individual who is able to adapt to changing needs, work well autonomously and in a team, and is a resilient problem-solver.

### Administrative Tasks:

- Provide clerical assistance regarding communications with and for the board of directors

- Manage accounts payable, invoicing, and other financial tasks in collaboration with the bookkeeper
- Provide operations assistance regarding mail filing, opening, and distribution, including picking up mail from the post office when required and serving as a point of contact for neighborhood associations, business associations, and community groups who receive mail at the building
- Keep an inventory of office supplies and ordering new materials as needed
- Maintain electronic files and online database of neighborhood association contacts
- Respond to general enquiries, along with welcoming visitors and building users to the SE Uplift space
- Answer main phone line, record messages, as well as take and deliver messages
- Support of the SEUL Board, which includes sending out agendas, posting minutes, scheduling committee meetings, and developing board packets
- Provide periodic administrative support to staff
- Support with light human resources work such as on-boarding new staff and volunteers and document management
- Support with technology needs like trouble shooting software and hardware issues.

#### Operations/Property Management Tasks:

- Provide comprehensive management for two buildings, acting as the point of contact for SE Uplift staff and 5 tenants (community organizations) for building and outdoor space-related needs
- Respond to building maintenance needs in a timely manner and immediately address emergencies when needed
- Maintain a pleasant building space through ensuring building security, cleanliness, and health standards are met and that city and state regulations are followed
- Travel in personal vehicle to drop-off/pick-up items between our two locations (located 2 miles apart)
- Oversee the use of on-site storage space for community groups
- Manage ongoing projects and a variety of tasks related to landscaping, building remodel and upgrade needs, and needed building inspections
- Manage key and fob checkouts for the building, including activating and assigning fobs, updating the key checkout log when keys are checked out or returned, and having new or replacement keys made

#### Events Support and Management Tasks:

- Coordinate community space and conference room rentals through giving tours, providing building access, and managing space usage agreements
- Manage equipment rentals for events held by community partners
- Provide support for staff events by ensuring space is available, equipment is set up, and that logistical needs are met
- Oversee events calendars for organizational events, community events, and room rentals and ensure that the calendars are updated frequently and accurately

## QUALIFICATIONS

#### Required:

- Intercultural competency and commitment to a multicultural diverse community
- Excellent oral and written communication skills

- Strong work ethic and strong problem-solver
- Ability to work a flexible schedule in a busy environment
- Ability to work both independently and as part of a team
- Attention to detail and ability to multi-task and meet deadlines amidst many competing priorities
- Bookkeeping and data management skills
- 1-3 years of administrative/office experience
- Commitment to SE Uplift's mission of civic engagement and community building
- Strong customer service skills
- High school diploma or GED equivalent
- Ability to lift 25 lbs
- Reliable transportation

#### Preferred:

- College Degree in related field
- Experience with Microsoft Office Suites/Microsoft 365, Microsoft Azure, Google Groups, Constant Contact, and Wordpress
- Event management experience
- Experience or knowledge of property management
- Knowledge of accessibility barriers/issues and solutions
- Experience/knowledge of information technology

SE Uplift is an Equal Opportunity Employer and does not discriminate based on religious affiliation, marital status, physical or mental disability, national origin, citizenship, age, race, color, creed, gender, gender identity, sexual orientation, genetic makeup, political or union affiliation, status as a Vietnam-era, disabled or other veteran, or any other basis protected by federal, state or local law. In compliance with the Americans with Disabilities Act, SE Uplift will provide reasonable accommodations to qualified individuals with disabilities.

Note: This job posting is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment. Expressed or implied. All employment is terminable at will. With or without cause.

Thank you for exploring the possibilities with us!