



**Job Announcement:
Program and Office Administrative Assistant**

HOURS / STATUS: Part-time (24 hours/week) / Non-exempt
SCHEDULE: Monday – Friday, 4.75 hours/day, between 8:00 am and 5:00 pm, or
Monday – Thursday, 6 hours/day, between 8:00 am and 5:00 pm
REPORTS TO: Executive Director

Mission / Organization

The Fair Housing Council of Oregon (FHCO) is a statewide civil rights organization whose mission is to eliminate housing discrimination through access to enforcement and education. We promote equal access to housing by providing education, outreach, technical assistance, and enforcement opportunities specifically related to federal, state, and local fair housing laws. This 28-year-old, 501(c)(3) public benefit organization is based in Portland, Oregon, and is the only private fair housing organization in the state. FHCO is rather unique in that it emphasizes education and outreach as much as enforcement. In addition to providing information and referral, advocacy, and investigation services, FHCO provides complainants with assistance in navigating fair housing legal and administrative processes. The organization also provides technical assistance to public sector officials.

Website: www.fhco.org

Position Summary

Under the supervision of, and with support from, the Executive Director, the Program and Office Administrative Assistant provides program support primarily to the Education and Outreach Program and also the Enforcement Program and Executive Director. This position also provides office administrative support.

Essential Duties and Responsibilities

Program Support

- **Education and Outreach Program.** Provides program support at the direction of the Education and Outreach Program Director.
 - **Bus Tours.** Coordinates scheduling and tour logistics. Handles all communication between FHCO and organizations requesting tour. Schedules all bus tours – includes scheduling/coordinating with all organizations, presenters, FHCO staff, Blue Star transportation, Expo center, and other vendors as needed. Organizes all logistics of annual individuals tour.
 - **Display Reservations.** Handles scheduling, logistics, invoicing, and customer service related to FHCO's fair housing panel display. Maintains display tracking system.
 - **Poster Contest.** Coordinates all aspects of FHCO's annual poster contest.
 - **Materials.** Print materials in-house and coordinate all outside printings. Organize and stock materials room. Gather materials for trainings and outreach events. Mail materials to organizations.
 - **Tabling.** Represent FHCO at community event at least once per year, providing verbal and written information about FHCO and its services.
 - **Data Entry.** Enters training evaluation and other program data into FHCO database(s).
 - **Other.** Provides occasional back-up support when other administrative team members are out or otherwise unable to provide timely support.
- **Enforcement Program.** Provides occasional program support, at the direction of the Enforcement Program Director.
 - **Tester Training Logistics.** Assists with logistics for tester trainings.
 - **Tester Outreach.** Outreach to all potential testers. Add new testers to database and run background checks.
 - **Depositions Preparation.** Assists with preparing for depositions (pulling information from electronic and paper files, making copies, mailing documents, etc.).
 - **In-Office Client Support.** Assist in-office clients with filling out intake form and making copies of paperwork.

Office Administrative Support

- **Reception.** Provides in-person and phone reception services, including helping in-office clients.
- **Meetings and Events.** Arranges logistics for FHCO meetings and events, including room reservations, audio-visual equipment rental and set-up, phone conference and webinar arrangements, food orders, notices to participants, attendance tracking, preparing meeting/event materials, etc.
- **Mail / Packages.** Opens and distributes FHCO mail and mails FHCO packages.
- **Stamps.** Prints stamps for office when needed.
- **Travel Reservations.** Makes travel reservations for FHCO staff traveling on business.
- **File Maintenance.** Regular filing; archiving; and scanning documents and organizing electronic files.
- **Supplies.** Tracks and orders office, kitchen and other common supplies as needed and within the organization's supplies budget; maintains order in the office supply and other common office areas.

- **Liaison with Major Vendors.** Serves as FHCO liaison with insurance broker, landlord, and other vendors. Orders certificates of insurance as needed by vendors, landlord, and grantors.
- **Other.** Handles other miscellaneous office tasks such as filing, sending flowers and cards to FHCO friends, and assisting on special projects, and other duties as assigned by Executive Director.

Other Responsibilities

- Actively and positively participates as a member of the FHCO team, including at bi-weekly staff meetings, occasional board-staff meetings, and in day-to-day interactions with team members.
- Serves as a professional and friendly ambassador of the organization when interacting with people outside of the organization.
- Proactively communicates with the Executive Director about what's working well, where there are challenges, ideas for addressing the challenges, and what's needed for success.
- Proactively, and as otherwise needed, makes recommendations for improving FHCO's effectiveness and efficiency in all areas of responsibility.
- Creates, maintains, and complies with the organization's policies and procedures.
- Fulfills other duties as assigned by the Executive Director.

Education, Experience, Knowledge, and Skills Required

- H.S. degree or G.E.D.
- Ability to work effectively and compassionately in a multi-cultural, diverse environment.
- Ability to communicate effectively – verbally and in writing – and work collaboratively with a broad range of individuals and groups (supervisors, staff, government representatives, grantors, clients, and the general public) and in a variety of contexts and formats (office, community meetings, events, etc.).
- Excellent time management, project management, and organizational skills.
- Excellent customer service skills.
- Proficiency in Microsoft Office Suite.
- Ability to maintain professional boundaries and confidentiality.

Experience, Knowledge and Skills Preferred

- Bilingual / Bicultural.
- BA or BS in Business, Social Services, Communications, or related field or equivalent experience.
- Experience working as a staff member for a nonprofit organization.
- Proficiency in FileMaker Pro or a similar database system.
- Firsthand and/or learned knowledge of discrimination.
- Civil rights, fair housing, social work, legal work, and/or advocacy experience.

Other Requirements

- Must pass a criminal background check.

Work Environment

- **Setting:** Office environment and occasionally other environments such as for meetings and events in the community.
- **Schedule:** Occasional early morning, weekend, and evening work.

- Travel: Occasional travel in the metropolitan area, approximately four times per year; and within the state, approximately twice per year.

Salary and Benefits Information:

- Hourly wage: \$16.00/hour
- Organization contributes \$550/per month toward medical and dental insurance benefits (Kaiser Permanente) for employee; spouse and children's benefits available at employee's cost
- Access to 401-K retirement plan
- Vacation:
 - Years 1-5: 4.0 hours/month; 48 hours/year (40 hours can be carried over each year)
 - Years 5+: 6.0 hours/month; 72 hours/year (40 hours can be carried over each year)
- 10 paid holidays (pro-rated for part-time workday)
- Tri-Met Transit Universal Annual Pass

How to Submit an Application:

- Send a cover letter and chronological resume to **Rebecca Wetherby**, Grants and Office Manager, at rwetherby@fhco.org. **Position open until filled. Candidate interviews will begin Dec. 2nd.**
- In your cover letter, please answer this question in one paragraph:
 - **Why do you want to work for a social justice organization?**

Equal Opportunity Employer

The board and staff of the Fair Housing Council of Oregon believe they can meet the organization's mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion.