

Position: Administrative Assistant**Supervisor:** Executive Director**Direct Reports:** None**Department:** Executive**Compensation:** \$20.00/hour**FTE/Exemption Status:** Non-exempt, Part-Time, 20 hours/week (.5 FTE)**Benefits:** Medical (including EAP), Dental, Vision benefits; generous vacation and sick leave policies; flexible schedule; Long-term disability benefits; Life insurance; generous, flexible, and culturally inclusive holiday benefits.**Summary**

The Sexual Assault Resource Center (SARC) of Oregon is looking for an Administrative Assistant, responsible for ongoing clerical and administrative support for the Executive Director and organizational programmatic support, including communications, meetings coordination and other assigned tasks.

Note: Currently all direct client services are remote and/or virtual, and there is an opportunity to maintain hybrid work activities for some positions, long-term. However, it is necessary that the Administrative Assistant work in-person at SARC's administrative offices and reside in the Portland metro area.

Summary of Essential Functions

Below are the essential functions of this role. Additional duties may be assigned.

- Answers and transfers phone calls, screening when necessary.
- Welcomes and directs visitors and clients.
- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules aspects of travel, meetings, and appointments for Executive Director, and other staff as necessary.
- Prepares agendas and schedules for staff meetings.
- Records and distributes minutes or other records for meetings.
- Maintains office supplies and coordinates maintenance of office equipment.
- Ensures mail and other deliveries are coordinated and attended to on a regular basis.
- Maintains a system for recording expenses and the use of petty cash and other agency assets.
- Performs other related duties as assigned.

Position Qualifications

We value research that shows applicants belonging to some groups are less likely to apply for a job unless they meet all the listed qualifications. Therefore, we encourage you to apply if you have any of the characteristics listed below.

- Excellent written and oral communication skills; ability to articulate concepts and expectations to staff and interns, management, and stakeholders.
- Ability to maintain confidentiality in accordance with agency policies and funding requirements required.
- Ability to approach work with an anti-oppressive and intersectional lens
- Demonstrated self-direction/self-management skills; ability to work collaboratively and independently with an innovative spirit.
- Well-developed organizing, analytical, and problem-solving skills and the ability to successfully manage multiple projects at once
- Intermediate experience with the following applications and/or software: Word, Excel, and Power Point; and Canva.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to pass a criminal background check free of sexual offenses involving interpersonal harm, harm or potential harm to children or offenses directly related to employment with use of their personal Tax ID Number (ITIN) or Social Security Number (SSN) required.
- Valid driver's license and reliable transportation required.

In addition to the above qualification, we place a preference with candidates holding the following *Preferred Qualifications*:

- Candidates from historically marginalized backgrounds and candidates who are fluent in English and Spanish strongly encouraged to apply
- Bilingual/bicultural individuals who are fluent in Spanish.
- Lived experience as a member of the Black and Indigenous People of Color (BIPOC) community, Lesbian Gay Bi Trans Queer plus (LGBTQ+) and/or other historically oppressed/marginalized community/communities.
- Experience in the anti-violence movement and/or working with people who have experienced sexual assault.

Work Environment, Physical Demands & Travel Requirements

- Due to a statewide Oregon mandate, this position **requires employees to be vaccinated for COVID-19** upon return to in-person services (at an undetermined/unspecified time). However, reasonable accommodations for employees who, because of a disability, a medical reason, or a sincerely held religious belief, practice, or observance, may be made.
- This role does not require travel outside the Portland metro area.

- This role requires the ability to lift up to 20 pounds office related items.

To Apply:

Please email a cover letter and resume to careers@sarcoregon.org.

Who We Are

The Sexual Assault Resource Center (SARC) promotes social justice by eliminating sexual violence in our community through education, support, and advocacy.

Our philosophical approach begins with the recognition that sexual assault can and does happen to anyone. However, members of historically marginalized communities are more likely to be impacted by sexual violence and more likely to experience barriers to accessing services and seeking justice. SARC strives to be culturally responsive and to be intentional in our efforts to support communities disproportionately impacted by sexual violence.

We also understand that identities are intersectional, and oppressions are interlinked. To serve more fully those who have experienced sexual violence, we as an agency recognize that we must also work to address, challenge, and resist other forms of violence and oppression.