



POSITION TITLE: Office Administrator

HOURS: Monday-Friday 9am-5pm; scheduled negotiable with supervisor approval

(FTE) 1.0 FTE

REPORTS TO: Executive Director

Tides of Change (ToC) is a private non-profit organization established in 1982, serving Tillamook County, Oregon, and is the primary community-based advocacy service for survivors of domestic and sexual violence. Our services include a 24-hour helpline, a confidential shelter, a drop-in advocacy center, counseling, and therapeutic art and support groups.

Position Summary: The Office Administrator will be responsible for serving as a point of contact and link between employees, programs, and vendors. They are responsible for handling clerical duties including grant oversight, human resources and ensuring the office operates efficiently. This position will support the Executive Director.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age or personal ability, are equally affirmed into membership, leadership and employment at Tides of Change and are welcomed and strongly encouraged to apply.

Primary Duties and Responsibilities:

- Provide administrative support to ensure efficient operation of office
- Participate in grant management activities
 - Maintain records
 - Track and assist with reporting
- Distribute Board of Directors and organizational meeting notices, agendas and minutes
- Track and oversee employee training requirements
- Oversee HRSN invoicing and accounts receivables
- Assist with facility and IT maintenance
- Assist with the coordination, development and release of public relation/media materials
- Maintain office supply inventory, order when needed
- Assist with special projects and tasks as requested by Executive Director, to include mailings, policy and system development
- Perform other administrative tasks as required

General Duties: (to be included on all job descriptions)

- Participate in various team projects including team meetings, coordination and implementation of pertinent activities, and other duties as necessary or assigned by supervisor.
- Maintain reports and documentation consistent with ToC procedures and turn in all reports and documentation in a timely fashion.
- Attend appropriate community meetings and participate in collaborative community projects

- Attend relevant trainings.
- Create press releases and media materials for job-related projects.
- Provide back-up support services as needed, make necessary referrals, and maintain inter-office communication.

Qualifications and Skills-Required:

- B.A., or equivalent training and experience.
- Ability to work with diverse groups of people including all ages, races, backgrounds, religions, etc.
- Computer skills proficient to perform tasks of this position, experience with Microsoft office, Excel and Quickbooks
- Reliable vehicle, current driver's license and proof of insurance.
- Strong organizational and recordkeeping skills.
- Ability to create, compose and edit written materials
- Ability to work flexible hours and be self-motivated.

Qualifications and Skills-Preferred:

- Bilingual in English/Spanish preferred.
- An understanding of domestic violence, sexual assault, and oppression.