

Job Opening: Office Manager, Part-time

League of Women Voters of Portland

Empowering Voters. Defending Democracy.

618 NW Glisan Street, Portland, Oregon 97209

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503-228-1675

lwvpx.org

The League of Women Voters Portland (LWVPDX) is affiliated with the League of Women Voters of Oregon (LWVOR) and the League of Women Voters US (LWVUS). The local League works cooperatively with the state and national organizations. The League is nonpartisan, never supporting or opposing any political candidate or any political party. The League does, however, take positions on issues. We are primarily a volunteer organization. The Office Manager position is our only permanent paid position. The Portland League operates as both a 501(c)(3) (educational fund) and a 501(c)(4) (regular fund).

Our Mission

Mission: Empowering Voters. Defending Democracy.

Vision Statement: We envision a democracy where every person has the desire, the right, the knowledge and the confidence to participate.

Diversity, Equity and Inclusion Policy: LWV is an organization fully committed to diversity, equity, and inclusion in principle and in practice. ... Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policy makers in creating a more perfect democracy.

League Focus

The League of Women Voters encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

Our activities include:

1. Civic Education – presents monthly programs for members and the public, September through April, and administers monthly discussion groups among members called “units.” It also oversees the study committee process and interest groups.

2. Voter Service – registers voters in the community; presents public forums for candidates and ballot measures; researches an online voters’ guide (Vote411.org); prints and distributes a Voters’ Guide in English and Spanish; compiles a Directory of Elected Officials; provides a speakers bureau, and a video voters’ guide.
3. Action – LWVPDX takes action on local public policy issues, primarily in the city of Portland. LWV advocacy is based on policy positions adopted by members at the local, state, and national levels. These positions are developed through study and member discussion and agreement. The League has positions on a broad array of topics including the environment, social policy, transportation, K – 12 and higher education, public’s right to know and participate in governmental decisions, voting rights, and campaign finance reform. LWVPDX Action volunteers are guided by the board of directors and use these advocacy positions when participating on public committees and testifying before public bodies. Based on our advocacy positions, LWVPDX also may advocate for or against ballot measures by participating in organized campaigns, submitting Voters Pamphlet statements, and through social media.

The position is for 20 Hours per week, usually 4 to 5 hours on 4 to 5 days a week. The work schedule may be negotiated to fit the needs of the League and chosen applicant. The hours also may be adjusted as needed during holidays and summer. The base rate of compensation is \$18.00 per hour, which may be adjusted for experience. The position is supervised by the Board President.

The office manager must be experienced with Mac equipment, CRM database systems, Word, Excel, online file systems, Google Docs, web pages and social media.

The position of Office Manager is the front door to our work and to the community. It is important that the manager maintain a welcoming and collaborative workspace with League members, donors, guests and supervisor. The manager must follow the League’s nonpartisan policy in dealings with the public and be familiar with the League’s mission, focus and programs. The office manager is responsible for ongoing communications and record-keeping, as detailed on the following pages.

Responsibilities

Communications with the Public and Volunteers

1. Respond to mail, emails and phone messages, referring inquiries to appropriate officers and/or committee chairs and keeping them informed of issues.
2. Maintain an online calendar for all important dates and times for meetings and other League events, noting locations.
3. Work closely with newsletter editor and/or other communications volunteers on all phases of both paper and electronic newsletters and similar communications to members regarding League programs and activities.
4. Assist membership and development committees in distributing materials, preparing mailings, gift acknowledgements and publications.
5. Organize bulk mailings, including producing finished copies of materials for commercial printer, addressing, sorting and delivery to post office and working with various committees.
6. Assist Voter Service and Civic Education Chairs in organizing events and preparing and distributing printed materials and notices. This may include working with the offices of elected officials and candidates to arrange interviews or request participation in forums and other events as needed.
7. Assist with production and publicity of informational handouts and key publications, including Voters' Guide, Member Handbook and Directory, the Directory of Elected Officials, and program booklet for annual Local Convention.
8. Assist with events including a Winter Party, annual Media Luncheon and Local Convention (annual meeting), including production of the annual convention report document.

Financial Transactions and Records

1. Create and maintain Little Green Light CRM database for documenting all receipts for membership fees, donations, event registrations and other needs whether received by mail, online transactions or personal delivery to office.
2. Make timely bank deposits from all sources including checks and online sources. Provide required documentation to bookkeeper and appropriate board officers regarding all receipts.
3. Coordinate registration for events ensuring that all payments are properly documented. Provide staff support at events to ensure that attendees have made proper payment.

4. Process incoming mail for accounts payable, filing invoices as appropriate in electronic files and all other compliance-related notices such as tax and secretary of state notices.
5. Assist members in the filling out of reimbursement documentation as needed.
6. Maintain online office manager's work calendar for president, League treasurer and bookkeeper that includes information on hours worked, planned and approved vacation and personal days, and overview of tasks performed.

Records of League Activities and Obligations

1. Maintain (review and update regularly) Little Green Light CRM database of members, donors, partner organizations and other information to support League activities
2. Maintain an electronic log that tracks all documents and filings related to, lobbying reports and dates and payments for taxes and fees due to government entities
3. Coordinate an electronic yearly diary of League communications, meeting minutes, research studies, and monthly and yearly reports from board members and committees.
4. Provide routine contact with LWVOR and LWVUS regarding databases, publications and information sharing, ensuring that two-way communication is maintained and that shared materials are submitted and reconciled as needed.

Other duties as assigned

Application

**To apply, please submit a cover letter and resume via
email to: jobs@lwvpdx.org
or mail to League of Women Voters of Portland,
PO Box 3491, Portland, OR 97208-3491**

The search is open until filled.
Review of applications will begin on August 1st. 2018.