

**JOB ANNOUNCEMENT  
FOR  
PART-TIME OFFICE MANAGER  
FOR THE LEAGUE OF WOMEN VOTERS OF PORTLAND**

*The [League of Women Voters of Portland](#) (LWVPDX) in Portland, Oregon, is seeking a part-time office manager who will work for 20 hours a week, some days remotely, and other days on-site at our downtown Portland office at 620 SW Fifth Avenue.*

The League of Women Voters is a national nonpartisan political organization to Make Democracy Work Better™. It does this by encouraging informed and active participation in government, and working to increase understanding of major public policy issues, and to influencing public policy through education and advocacy. LWVPDX is a subsidiary unit of both the League of Women Voters of Oregon and the League of Women Voters of the United States. For more information about us, please visit [lwvpdx.org](http://lwvpdx.org).

**ABOUT THE JOB**

The Office Manager is the front door to the League of Women Voters of Portland. This person will interact regularly with members, Board members, donors, guests, and community members in person, and via phone, email, Zoom, and mail. Someone who is warm, communicative, and organized will excel in this position.

The Office Manager helps with everything around the League, including processing membership payments and donations, producing and distributing the newsletter, sending out mailings, filing tax and lobbying reports, and organizing events. This person stays in constant contact with multiple Board members and helps League members with all their questions. *For a detailed job description, request it from [recruitment@lwvpdx.org](mailto:recruitment@lwvpdx.org).*

**POSITION REQUIREMENTS**

The ideal applicant will have:

1. Strong interpersonal and communication skills, including social media
2. Strong organizational skills
3. Familiarity with Google Drive, including Docs and Sheets
4. Familiarity with Mac equipment and software programs, and Microsoft Office software
5. Data entry skills
6. Familiarity with formatting newsletters, reports, and other publications
7. Experience tracking and organizing invoices

8. Experience submitting online reports
9. A high school diploma or the equivalent
10. Experience working in a non-profit organization
11. Interest in Portland/Oregon communities and government policies
12. Commitment to equity and inclusion.

## **JOB CONDITIONS**

The onsite work environment is a single room in an office building located in downtown Portland. The office is accessible by public transportation, and parking facilities are available close by.

The LWVPDX is an equal opportunity employer committed to diversity, equity, and inclusion. We encourage applications from persons of color, persons with disabilities, women, and LGBTQ+ and from other underrepresented communities.

## **SALARY AND BENEFITS**

\$22-25/hour, depending upon experience and qualifications. There are currently no other position benefits.

The *anticipated starting date* is in January 2022.

## **TO APPLY**

To apply, please provide a cover letter (three pages maximum, please) addressing how you meet the requirements of this position (including as the position is described in the position description), and a copy of your most recent resume, to [recruitment@lwvpdx.org](mailto:recruitment@lwvpdx.org). You are encouraged to apply if you meet most, but not all, of the requirements and experience sought for this position.

We will begin reviewing applications in January 2022.

**On behalf of the LWVPDX, thank you for your interest**