

LEAGUE OF WOMEN VOTERS OF PORTLAND: Position Description

1. **Title:** Office Manager

2. **Position Summary:** Manages the day-to-day operations of the LWV of Portland (LWVPDX) office. Provides administrative support for LWVPDX board members and volunteers as they carry out a variety of educational, advocacy, membership, and development projects. Responds to inquiries from members and the general public about elections, government, and political participation. Ability to work independently while coordinating multiple, concurrent projects is essential.

3. **Key Responsibilities**
 - 3.1. Manages day-to-day operations of the LWVPDX office.
 - 3.2. Responds to inquiries from members and the public with a friendly, helpful attitude.
 - 3.3. Maintains accurate member, donor, and partner records.
 - 3.4. Prepares documents and publications such as:
 - 3.4.1. Routine correspondence
 - 3.4.2. Monthly Voter newsletter
 - 3.4.3. Membership handbook
 - 3.4.4. LWVPDX convention workbook
 - 3.4.5. Study reports
 - 3.4.6. Directory of Elected Officials
 - 3.5. Assists with website updates, adding blog posts, etc., when asked
 - 3.6. Assists with election season activities including data collection, communication with candidates, development of printed and online voter education materials, and support for Video Voters' Guide and Voter Forums.
 - 3.7. Coordinates annual membership renewal and three direct mail campaigns each year.
 - 3.8. Maintains financial records and petty cash; recording and routing of invoices.
 - 3.9. Assists with special events such as the Annual Membership Meeting handout, and Media Luncheon
 - 3.10. Assists Communications team with graphics, flyers, brochures, etc.

4. **Minimum Requirements**
 - 4.1. High school diploma desired.
 - 4.2. Previous experience providing administrative support in an office setting required.
 - 4.3. Ability to work independently and coordinate multiple, concurrent projects.
 - 4.4. Friendly, helpful, proactive attitude.
 - 4.5. Proficient in Word, Excel, Google Suite, Canva, MailChimp, Zoom and

- Little Green Light (or willing to learn).
- 4.6. Ability to assist/teach League leaders in using various programs such as Little Green Light and the Google Suite.

5. Nature of position

- 5.1. Part-time: expected work hours: 20 hours per week
- 5.2. Hybrid on-site/remote; Non-exempt; solo employee; some working time outside of e.g., Monday through Thursday, 9 am-2 pm.
- 5.3. Expected on-site frequency (620 SW Fifth Avenue, Portland): 2-3 days a week, after successful completion of introductory period
- 5.4. Frequent interaction with LWVPDX members via email, Zoom, phone, and in person; some public interaction, especially in election season

6. Compensation Range

- 6.1. Minimum: \$22.50/hour
- 6.2. Maximum: \$27.50/hour

7. Benefits

- 7.1. Eligible for up to two weeks of vacation per year after successful completion of six months of employment; Oregon and US standard holidays; public transit subsidy.

8. How to Apply

- 8.1. Submit a current resume and cover letter explaining the nature of your interest in the position, based on your review of the Position Description, essential responsibilities, and the LWVPDX website (lwvpdx.org), to Chris Cobey at voterservice@lwvpdx.org.

9. Application Deadline

- 9.1. Open until filled.

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