

PORTLAND ROSE FESTIVAL FOUNDATION JOB DESCRIPTION

**Job Title:**

Office Manager/Executive Assistant

Reports To:

Chief Executive Officer (CEO)

Classification:

Regular Non-exempt (Hourly) Employee

Location:

In-person, in office 5 days/week

Primary Purpose:

This position is responsible for the professional management of the Foundation's business office; delivers outstanding customer service to internal and external constituents; acts as personal/confidential assistant to the CEO; and is primary administrative liaison to the Board of Directors, attending Executive Committee, Nominating Committee and Board meetings to record, prepare and share meeting minutes. Expected FTE allocation to be 60% Office Manager, 40% Executive Assistant.

Primary Duties and Responsibilities:

- Operation and maintenance of the front office, including the reception area, phone system, office equipment and systems, office supplies, daily mail distribution, central files and kitchen.
- Primary receptionist during most of the year (July-March), delivering a high level of customer service as the first point of contact communicating with the public and constituents via phone, email, and in-person.
- Administrative contact for Board of Directors, maintaining Board roster & email lists (Excel).
- Perform administrative tasks related to programs and projects managed by CEO, including strategic planning, City relationships, sales and/or development functions and Board of Director projects (scheduling meetings & travel, preparing correspondence and other necessary functions).
- Maintains the utmost confidentiality necessary in working with the CEO and Board leadership.

Other Duties and Responsibilities:

- Perform key administrative tasks associated with fund raising projects, including gratitude.
- Perform roles as part of the Finance Team circulating AP invoices, entering cash/checks into QuickBooks, handling signed checks, processing credit card transactions, assisting with other financial processes as assigned.
- Facilitate building maintenance, cleaning crew schedule, waste removal and landscaping crew work.
- Work with IT Manager and Marketing on website updates; act as trouble-shooter for computer system.
- Work on merchandise projects, such as board & staff clothing and Rose Festival pins.
- Other duties as assigned.

Supervisory Responsibilities:

- Works directly with seasonal receptionist and helps in the recruitment, selection and training.

Skills Required:

- Strong verbal and written communication skills, including the ability to use a telephone for extended conversations, prepare written meeting minutes and compose correspondence.
- Proficiency with Microsoft Office programs, including Outlook, Word, Excel, and Access.
- Comfortable with operation of office equipment, including a copier, postage meter, and phone system.
- Demonstrated ability to maintain a professional demeanor when dealing with the general public.
- Strong attention to detail, a demonstrated ability to take initiative and handle multiple tasks.
- Ability to organize projects on a timeline, type at least 50 words per minute and operate a 10-key by touch.
- Ability to sit for extensive periods of time (up to 4 hours).

Interpersonal Skills:

- Ability to maintain effective working relationships with staff, board and volunteers.
- Ability to project a positive attitude.
- Be flexible regarding work assignments, responding to changing demands and priorities.

Experience and Education:

Front office & customer service experience in a professional environment. College degree preferred. Understanding of non-profit organization mission & goals (specifically the Portland Rose Festival) a plus.

Work Environment:

Most duties will be performed in an office setting, although on-site event tasks will be assigned. May require periods of standing or walking and some light lifting (less than 50 lbs.). On-site conditions could be indoors or outdoors, in a variety of weather conditions, including hot, cold, rainy and sunny.

The Portland Rose Festival Foundation is an Equal Opportunity Employer

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.