

Job Description

Executive Associate

Published:
03/31/2020

Minimum Education Required
BA/BS Preferred

Location
428 Chadwick Street
Roseburg OR 97470



Peace at Home Advocacy Center is a private non-profit organization established in 1978, serving Douglas County Oregon, and is committed to creating a community free from family violence, sexual assault and stalking through support, education and empowerment.

Peace at Home is seeking an *Executive Associate* to join the diverse team to provide direct service and support to survivors of domestic violence, sexual assault, stalking and human trafficking.

Peace at Home values diversity in the workplace and values the importance of addressing issues of racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color, sex, gender identity or expression; sexual orientation; national origin; religion; age; ethnic background. ***Survivors and people from historically marginalized communities are strongly encouraged to apply.***

Summary: The Executive Associate is responsible for accepting administrative and operational tasks to support the organizations mission. This position assists the Executive Director to meet the demands of policy/procedure compliance, grant writing and reporting, accounts payable and payroll functions, facilities/property management.

Essential Duties/Responsibilities

- Assist advocates with accessing funds and resources to provide emergency services
- Support HR functions such as tracking on-boarding activities, benefits enrollment and policy check lists
- Assist with board communication, scheduling meetings and preparing packets
- Organize and prepare accounts payable, receivable and payroll
- Regularly review and track policies and procedures
- Assist with calendaring, organizing the logistics and taking minutes of ED lead meetings and activities
- Implement processes and practices to ensure contract compliance and quality assurance
- Review assignments delegated by the ED such as grants and marketing materials
- Assist with managing social media and the agency website
- Responsible for ensuring donors, sponsors, grantors and recognized and contributions are tracked
- Assist with organizing files and purging documents per the retention policy
- Assist with facilities management including communicating with vendors and contractors
- Provide property management support including collecting rent, managing waiting lists, assisting with lease-ups, ensuring contract compliance and managing unit turns
- Purchase and track office supplies and equipment
- Support monthly database entry, if needed

Qualifications and Skills:

- Business, finance or non-profit management or equivalent experience
- Attention to detail and drive to see tasks through to completion
- Strong creative problem-solving and organizational skills
- Proficient with Microsoft Office specifically Word and Excel, working knowledge of cloud-based business applications
- Demonstrate strong interpersonal skills and proficiency in business vocabulary to professionally represent the Executive and the company to outside parties
- Outstanding interpersonal, oral, and written communication skills
- Excellent proofreading, and editing skills
- Ability to learn grant reporting requirements and meet deadlines
- Prefer experience with social media and Word Press

Other Requirements

- Ability to occasionally travel within and outside of Oregon State. Must have a passing driving record, current driver's license and proof of car insurance
- Adheres to all agency policies and practices
- Willing ness to work flexible hours to meet deadlines
- Current criminal background check and pre-employment drug screening required

The USDOJ and Peace at Home Advocacy Center are equal opportunity providers and employers.