



POSITION ANNOUNCEMENT: Administrative Assistant

SPOON, a young and growing global nonprofit, is the only organization dedicated to transforming nutrition and feeding for children living without permanent families and children with disabilities. SPOON empowers and equips families, communities, and institutions to safely feed and adequately nourish children impacted by disability and/or institutionalization. UNICEF and Ashoka recognize SPOON for its innovative approach and system-changing work that has catalyzed national policy change and yielded dramatic improvements in children's health and development.

The SPOON team consists of ten dedicated, focused, yet easy-going individuals. Our office in inner SE Portland is warm and inviting. We are bike, kid, and dog-friendly. The hard and serious work we do is made easier by the good company, nearby restaurants, and stellar coffee.

SPOON is seeking a highly organized and detail oriented **Administrative Assistant** to support the Executive Director, provide administrative support to the team, and maintain the office. This person will be a self-starter, excellent communicator, and a solution-oriented thinker with a positive attitude and ability to juggle multiple tasks in a fast-paced environment. This person will report to the Director of Finance & Administration and have no supervisory responsibility.

ESSENTIAL JOB FUNCTIONS

- Manage phone, mail and general SPOON email account; triage messages to appropriate staff people; greet visitors
- Manage internal SPOON calendar and travel/vacation calendar
- Maintain equipment and supplies; coordinate equipment purchases with program team as needed; coordinate with vendors, as appropriate
- Collect invoices and receipts; prepare check requests and expense reports for processing
- Maintain office organization and upkeep; keep public areas clean and tidy; remove waste and recycling from premises
- Maintain office filing system
- Schedule regular staff, board and committee meetings, coordinate agendas and prepare materials
- Schedule meetings and manage calendar for Executive Director
- Draft communications on behalf of the Executive Director
- Attend various meetings, transcribe notes/minutes, manage follow-up
- Coordinate catering and logistics for internal events, such as board meetings, staff retreats and committee meetings
- Oversee the organization and archiving of the SPOON photo library
- Assist with domestic and international travel arrangements; process expense reimbursements (airlines, hotels, visas, travel insurance)
- Calendar and coordinate internal professional development workshops
- Assist with data entry and mailing projects
- Format PowerPoint presentations and other collateral
- Assist with preparing supporting materials for training
- Support research into potential funding opportunities, such as foundations or organizations
- General IT troubleshooting; coordinate IT support for larger issues
- Complete research on project administration topics as assigned (such as travel insurance, money transferring, translation services)

KNOWLEDGE AND EXPERIENCE

In addition to the specific job requirements for each position, staff are expected to embody certain core values to support SPOON's mission: a passion for your piece of the mission, persistence, and a commitment to evidence.

- Must have 2+ years of experience, preferably in executive assistance, office administration, and/or nonprofit administration; college degree preferred
- Tech savvy and excellent working knowledge of Mac OS, Microsoft Office suite, donor databases (Neon preferred), and cloud-based services. Basic use of graphic design software and social media a plus, Experience in report formatting preferred.
- Strong organizational and time management skills — detail-oriented, accurate, ability to prioritize and manage several tasks efficiently, meet competing deadlines, quickly shift priorities.
- Excellent customer service skills – provide service that is prompt, courteous and competent to convey trust and confidence. Work effectively with other team members and staff.
- Strong communication skills required to convey verbal and written information clearly and effectively.
- Ability to maintain strict confidentiality and high degree of professional discretion dealing with sensitive or confidential information.
- Passionate about SPOON's mission

TERM OF EMPLOYMENT: This is a non-exempt, 40 hour/week position, occasional evenings required (about once every other month). While this is a full-time position, we are open to fewer hours for a superstar candidate. The position salary range begins at \$15.36/hour. Benefits include health and dental coverage, bike/public transportation benefit, professional development opportunities and generous paid time off.

HOW TO APPLY: Submit cover letter, résumé/CV, completed application to hire@spoonfoundation.org by June 16, 2017. Please address the characteristics of a successful candidate, as well as your qualifications, in your cover letter. Qualified applicants will be invited to have an initial 20-min virtual interview and a select group will be invited for one round of in-person interviews. We hope the selected candidate will begin by August 1.

COMMITMENT TO EQUITY DIVERSITY AND INCLUSION

SPOON is an Equal Opportunity Employer committed to equity, diversity and inclusion. We strive to maintain a diverse workforce and welcome a diverse pool of qualified applicants. For each of its positions, SPOON seeks to hire staff with relevant experience, skills and aptitude, and to be mindful of what best serves our organization and supports our mission.