IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Executive and Board Assistant
WAGE: $38,000 - $42,000 per year
LOCATION: Main Office – 10301 NE Glisan St. Portland, Or 97220
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
PROGRAM(S): Administration
OPENING DATE: June 25, 2020
CLOSING DATE: Open until filled
LANGUAGE: English required – Bilingual preferred

GENERAL POSITION SUMMARY:
The Executive and Board Assistant provides clerical and project support for the agency administration including the IRCO Board of Directors, Executive Director, and the Development Team. This position reports to the Director of Development and Communications and the person filling this role must be consistently professional, dependable, and punctual with the ability to communicate clearly, maintain confidentiality and demonstrate exceptional customer service to both internal and external constituents.

ESSENTIAL FUNCTIONS:
• Provide administrative/clerical support for IRCO’s Executive Director including supporting activities, scheduling meetings, assisting with logistics, creating/providing/filing documents, and following up on correspondence and tasks.
• Provide clerical support to and act as the communication liaison between Board of Directors and the agency. This includes responding to board inquiries, supporting board communications, drafting correspondence for review, sending reminders, routing inquiries, etc.
• With guidance from the Executive Director and the Development Team, support all meetings of the Board of Directors (including both the Finance and Executive Committees). This includes a variety of tasks such as working closely with the Executive Director, Development Team, and Board as assigned to draft and disseminate agendas/work plans, sending meeting reminders, tracking RSVPs, ordering food, drafting, submitting/editing, disseminating meeting materials/minutes, scheduling and coordinating guests as needed, printing materials, and carrying out the cleanup and breakdown of facilities after meetings.
• Coordinate and implement board driven events and initiatives including overseeing all logistics, planning, and support of events like the annual Board Retreat, the Annual Board Meeting, and other activities as needed.
Monitor, stock, order, and organize board meeting equipment and materials.

Monitor, create, track, and update board tools, information, and resources including but not limited to the IRCO Board of Directors meeting calendar, board member lists and demographical information, documentation of board training and volunteer hours, recruitment and orientation materials, board member handbook, and board decisions/activities.

Respond to and route public inquiries including answering or routing the correspondence sent to agency’s informational email account.

Photocopy, scan, email, gather and compile a variety of professional level correspondence often of a confidential nature, including efforts related to agency’s ongoing transition from printed to digital materials.

**SECONDARY FUNCTIONS (As Assigned):**

- Provide administrative support to the Development Team to support agency events, activities, projects, and initiatives.
- Coordinate requests for IRCO speakers, presenters, agency visits, or tours for public groups.
- Compose and type reports, forms, spreadsheets, and related materials, and perform research, analysis and statistical support for special projects.
- Support and participate in events, staff meetings, trainings, and committees to support IRCO’s goals and objectives (e.g. Equity Team).

**JOB SPECIFIC QUALIFICATIONS:**

- Experience working in the environment of and/or a background that is multi-cultural, multi-lingual, and/or multi-ethnic.
- Ability to maintain confidentiality.
- Ability to communicate about and solve problems with transparency, positivity, and initiative.
- Must complete many short- and long-term tasks and projects on different timelines simultaneously and with quickly shifting priorities.
- Collaborate with and within an established team and with persons outside of the organization, which includes staff and leadership working in many different roles and levels of the organization.
- Ability to listen and clearly communicate on task progress, project needs, and about one’s schedule to accommodate team needs.
- Possess a valid driver's license and verification of current auto-insurance and have full use of automobile during work hours.
KNOWLEDGE:
Education: Associate's Degree (3)
Experience: 1-2 years of experience is required (3)
Licensure, Certification: N/A
Additional Language Required:
Computers: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint. In addition this position specifically requires: Professional customer service and telephone etiquette skills; ability to accurately type 50 words per minute. Knowledge of basic office equipment, telephone, copy machine, fax machine, and computer. Ability to talk on the phone and/or use computer for long periods

SKILLS:
Communication:
Regular communication inside and outside the organization to exchange ideas and gather information (5)
Creativity:
Regular need for redesign of a single focus process or procedure is needed (3)

EFFORT:
Mental:
There is regular variation in tasks and the job holder must decide which tasks to complete as well as the order in which tasks are completed (3)
Physical:
Positions at this level require minimal physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination is needed (2)

RESPONSIBILITY:
Impact and Influence:
Minimal need or ability to analyze problem or concepts or make decisions on the information. Dollar amounts influenced would be considered small. Responsibility for the prudent use of assets does not extend beyond own work responsibilities. (2)
Work Independence:
Positions at this level are expected to handle regularly assigned work which includes making decisions and taking action under limited supervision. New or unusual work is performed with a moderate degree of supervision, assistance, and review. (3)
Planning:
Positions at this level must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities. (2)
Supervision:
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

WORKING CONDITIONS:
Environment:
This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. (1)

Schedule:
The work schedule is mostly stable and does not fluctuate without prior notice. (2)

HOW TO APPLY:
Applications are accessible on the IRCO website, www.irco.org. Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

ABOUT IRCO:
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at www.irco.org.

IRCO IS AN EQUAL OPPORTUNITY EMPLOYER