



Creating an Oregon where all mothers, caregivers, and families are economically secure.

Position Title: Senior Administrative Assistant

Reports to: Executive Director

Location: Portland, Oregon (hybrid in-person and remote)

Salary Range: \$41,340 - \$51,000

Classification: Full Time; Regular; Exempt; At Will

### About Family Forward:

Family Forward is part of three affiliated organizations that center caregiving, amplify the voices of moms and caregivers, pass policies, and elect candidates who fight for our families to create more racial, gender, and economic justice.

We envision Oregon as a place where the unpaid and underpaid labor of caregiving is seen and valued, and the intersectional needs of caregivers are brought to the forefront of our societal systems, through the fulfillment of their importance, agency, and power.

The collective work of our three affiliated organizations centers care and caregiving, amplifies the voices of moms and caregivers, passes policies, and elects candidates who fight for our families, as we create more racial, gender, and economic justice.

### Family Forward Oregon

We work collectively to educate and advocate for systems that elevate the vital work of care and caregiving in its many forms within our community.

### Family Forward Action

We build the collective power of mothers and caregivers to actualize their agency to fight for racial, gender, economic, and reproductive equity.

### The Mother PAC

The Mother Political Action Committee is a grassroots political action committee that works to endorse and elect more champions for care work in Oregon, especially those who identify as moms and caregivers and/or Black, Indigenous, and people of color.

## About this Role at Family Forward:

Family Forward is an organization committed to racial, gender, and economic justice. The entire organization approaches its work using a transformational organizing framework. The Senior Administrative Assistant should have a deep understanding of and a strong ability to communicate about systems of oppression, transformational organizing, systems change, and shifting the narrative around care and caregiving.

The Senior Administrative Assistant at Family Forward provides administrative support to the Executive Director and senior leadership team. The administrative support provided is administrative in nature, will require attention to detail, and ability to handle confidential and sensitive information. They will ensure that the leadership team is able to fully support the broader Family Forward organization in working towards our mission.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist in meetings and event coordination: Scheduling and sending reminders, printing and other preparation (agenda creation, organize catering and other supplies as necessary). Which may include onsite attendance.
- Main point of contact and correspondent for the Executive Director and Deputy Directors'.
- Scheduling and travel coordination for Executive Director and Deputy Directors'.
- Expense report support and coordination.
- Assist in email prioritization and response.
- Provide support for board of director communications, board meeting preparation and other logistics (food, location, technology).
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- May provide administrative support to staff as directed by the senior leadership team.
- Work as part of the Operations team to provide a wide range of professional administrative duties to support the organization.

- Plus other duties as assigned.

## REQUIRED SKILLS & ATTRIBUTES

Applicants who have any combination of education, experience or demonstrable life experience that meets the requirements of this position may be considered.

- Commitment to Family Forward's mission and demonstrated experience using a gender, racial, and economic justice message framework.
- Values-driven, strong, demonstrable, commitment to racial, gender, and economic justice. Committed to Family Forward's mission.
- Excellent organization skills, time management, and attention to detail.
- Ability to prioritize, manage competing deadlines, and plan ahead.
- Ability to manage access to sensitive information and maintain confidentiality.
- Excellent verbal and written communication skills in English.
- Comfortable working independently and also as part of an active team.
- Strong computer skills, including familiarity with Google Drive.
- Willingness to jump in and support the team as needed.

## ADDITIONAL PREFERRED SKILLS (BUT NOT REQUIRED)

- Experience working in a nonprofit organization

We are focused on building a diverse and inclusive workforce. If you're excited about this position but do not meet all of the qualifications listed above, we still encourage you to apply!

## WAGES AND BENEFITS

This is a 40-hour per week position (1.0 FTE). The annual salary range is \$41,340 - \$51,000 for 1.0 FTE/40 hrs per week salary.

Family Forward offers an excellent benefits package to employees including:

- A generous Paid Time Off policy (20 days in the first year) with a portioned amount made available upon hire.
- Fourteen paid holidays.
- Paid sabbatical after 8 years of employment.
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- Fully subsidized employee health, dental, and vision insurance premiums plus a significant contribution to dependents' premiums.
- Potential federal student loan forgiveness under the Public Service Loan Forgiveness program.
- Access to a retirement savings plan.
- Access to a Flexible Spending Account.
- Professional development and other learning opportunities.
- A working environment that is collaborative and supportive where we value coming to work as full people. We practice supporting all staff in balancing work and our rich personal lives. We value having an inclusive and family-friendly work environment.

## TO APPLY

People who identify as Black, Indigenous and/or people of color, queer, transgender, gender nonconforming people, mothers and other people with caregiving responsibilities, and people with disabilities are strongly encouraged to apply.

Please submit your resume and a cover letter by emailing [jobs@familyforward.org](mailto:jobs@familyforward.org) with "Senior Administrative Assistant" in the subject line. Your cover letter should speak to your relevant experience and your passion for the movement for racial, gender, and economic justice.

Applications will be reviewed and applicants invited to phone screens on a rolling basis. This job posting will remain open until filled. Applicants are encouraged to apply before the deadline of 9am on Friday, September 13th, 2024.

Family Forward Action is an Equal Opportunity Employer. We do not discriminate on the basis of race, creed, color, national origin, sex, age, sexual orientation or disability.