



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

**Position Title:** Operations Coordinator

**Reports to:** Co-Deputy Director

**Direct reports:** none

**Location:** Portland, OR

**Annual Pay Range:** \$22,017 - \$24,847 for .5 FTE/20 hours per week (based on \$44,034 - \$49,694 for 1.0 FTE/40-hour per week)

**Classification:** Part-Time (15 - 20 hours per week but open to discussion); Regular; Exempt; At-Will

## Who We Are

We are a multiracial group of passionate, feminist, racial justice-minded people who are committed to building structures in our society that will support the work of caregiving. We believe that caring for our children, our parents, and other loved ones is fundamental to our society, and our economy — and the lack of value for the work of caring for others is one of the root causes of large-scale gender and racial inequities.

We started as a grassroots group of impacted mothers and have grown into a leading advocacy organization on gender and economic justice in Oregon. We work for systemic change by: 1) organizing mothers and caregivers into a movement to fight for a more equitable system, 2) shifting cultural attitudes about work and care; 3) advocating for bold public policies like universal child care, paid sick days, paid family and medical leave, a higher minimum wage, equal pay for equal work, and more.

We have been highly successful — winning some of the best new laws and protections in the nation for Oregon's families. We work intentionally and deeply with a variety of people and partners to advance this work. We also do our best to walk our talk, and build a workplace that truly honors the physical and mental health and family responsibilities of our staff.

### **About this Role:**

The Operations Coordinator plays an integral role for Family Forward and works with staff across the organization to help ensure that administrative and operational needs are met. They are the glue that helps hold us together! Reporting to the Co-Deputy Director, they assist with human resources and finance activities, office, staff, and board support, organization-wide operations, and data management support. The Operations Coordinator will also help administer a monthly workshop.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

#### **Finance Support:**

- Process bills, check requests, and credit card use forms through an automated portal
- Make all bank deposits and transfers for all three organizations on a weekly basis
- Prepare state and city lobbying reports quarterly
- W9 distribution and tracking
- Maintain finance files and records
- Occasionally help in processing donations
- Other finance support, as needed

#### **Human Resources Support:**

- Support staff with basic employment related/HR questions: benefits, navigating our people management platform and employment policies
- Act as coordinator and main point of contact for staff and insurance companies for annual and on-going insurance related activities: annual benefits open enrollment process, renewals
- Assist with recruitment processes: post open positions, track applications, schedule interviews, etc
- Assist with new employee onboarding process: send and track new employee forms not managed by people management platform, set-up access to software and accounts, set up employee benefit accounts,



- Maintain records, documentation, and files (including sensitive employee information)
- Assist with occasional reporting

**Clear Transitions Management:** Provide administrative support for monthly Clear Transitions Divorce Workshop

- Administrative support: registration processing and tracking, feedback process, update materials, respond to inquiries related to the program
- Provide technical support to facilitators during online meetings

**Data Management:**

- Assist/act as a back-up to help process list submissions from outreach teams: transfer to excel, upload to Every Action, track in email tracking exchange database/google doc
- Assist with Every Action/Database cleanup and other data management as needed

**Office Management and Board Support:**

- Coordinate staff recognition and team events
- Process inquiries that come through our general voicemail and email accounts
- Process in-coming and out-going mail
- Maintain various process manuals
- On-going office maintenance and support: supplies, cleanings, repairs, coordinate technology support, plus others to ensure our office is comfortable and accommodating
- Support board members and assist with bi-monthly board meetings

**REQUIRED SKILLS & ATTRIBUTES**

- Commitment to Family Forward's mission and to gender, racial, and economic justice work
- Commitment to personal anti-racism work



- Experience with, and preference for, working in a racially and culturally-diverse environment with people of all abilities and backgrounds
- Ability to organize, prioritize, and manage multiple projects simultaneously and the discipline to manage deadlines
- Excellent organizational skills and attention to detail
- Ability to work with and maintain confidential information
- Ability to work well independently and also as part of a dynamic and interreliant team
- Can take initiative and has strong problem-solving skills, but also knows when to ask for help.
- Proficient with Google workplace tools and proven ability to quickly learn to navigate other web-based applications

#### **ADDITIONAL PREFERRED SKILLS (BUT NOT REQUIRED)**

- Experience working in a nonprofit organization
- Experience working with sensitive or confidential information
- Fluency in Spanish or another language

#### **Wages and Benefits**

This is a 15-20 hour per week position. The annual pay range is \$22,017 - \$24,847 for .5 FTE/20 hours per week (based on \$44,034 - \$49,694 for 1.0 FTE/40-hour per week).

Family Forward offers an excellent benefits package to employees including a generous paid time off (PTO) policy that our employees are encouraged to fully utilize. Part-time staff receive prorated PTO and paid holiday hours. This position is not eligible for our subsidized employee health, dental, and vision insurance.

We are committed to living our values and to supporting our employees in coming to work as full people. We value supporting balance between 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.

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.

Please submit your resume and a cover letter to Katrina Gonzalez Yuen by emailing [jobs@familyforward.org](mailto:jobs@familyforward.org) with "Operations Coordinator" in the subject line. Your cover letter should speak to your commitment to racial, gender, and economic justice and your relevant experience. The final deadline to apply for this position is April 18, 2022.

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.

