



Relief Nursery Inc.

Office Administrator Job Description

Hours/week: 40

Supervised by: Director of Administration and Human Resources

Location: Eugene and/or Springfield

Salary: 19.60- 22.65 DOE

Relief Nursery

The mission of the Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Relief Nursery provides a unique array of comprehensive family support services from therapeutic early childhood classrooms to alcohol & drug recovery support, that are easily accessible to low-income parents with children up to six years of age who are at high risk for abuse or neglect.

We are seeking a competent, organized, and self-directed office administrator to help support this mission. The position will entail a variety of duties, ranging from those administrative in nature to IT support and troubleshooting to reception-related tasks.

Administrative Duties

The office administrator provides support to the administrative team and supports the overall daily functioning of the agency. Responsibilities include a full range of administrative duties such as:

- Taking and distributing meeting minutes
- Scheduling and arranging for tours, calls, meetings, and trainings
- Making travel arrangements
- Assisting with organizing, set up, clean up for meetings, trainings, family and community events
- Maintaining agency-wide calendar
- Providing assistance with communications and correspondence
- Maintaining records and files
- Purchasing and receiving
- Entering data into database or spreadsheets
- Developing and maintaining systems to help with the efficient functioning of the agency
- Working with facilities manager to ensure building and equipment are in good repair
- On-call for security alarm duties

IT Duties

The office administrator will effectively and efficiently provide information technology support and service to staff throughout the organization. These duties will be performed with the support of Relief Nursery's contracted IT support organization. IT responsibilities include duties such as:



- Ensuring workstations are regularly updated with current software and hardware
- Maintaining the local area network and managing network users and resources
- Incidental training of staff regarding specific applications
- Serving as the first point of contact for staff regarding technical issues with computer hardware and software, network connectivity, printers, etc.
- Maintain IT organizational documentation, including password lists, network mapping, instructions and common troubleshooting FAQs
- On-going communication with the Relief Nursery IT support organization in order to receive direction and support or to elevate complex IT issues or tasks

Reception Duties

Create a friendly, warm and welcoming environment where staff, volunteers, families, and community members are respected, and valued. Responsibilities include duties such as:

- Answering phones, directing calls, taking messages and distributing mail
- Warmly greeting staff, volunteers, families, and community members and assisting them as needed
- Helping families feel welcome and helping them get their needs met by connecting them with the appropriate staff person
- Accepting, recording, and maintaining public donations records and providing receipts, and
- Announcing bus arrivals on classroom days

Qualifications

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

- 1 year previous experience in similar role or ability to demonstrate skills necessary to perform required duties
- Experience providing IT support to others in a professional setting or strong willingness and competency to learn
- Highly proficient in computer skills including the use of Microsoft Office, Outlook, and web-based platforms with a desire to develop further expertise in IT skills
- Ability to deal with confidential information in a discrete manner
- Ability to communicate both verbally and in writing across all levels of the organization and with the community in a clear and concise manner
- Highly developed organizational skills and ability to prioritize and problem solve
- Excellent interpersonal skills, ability to maintain a consistently positive, helpful attitude and demeanor
- Ability to adapt well to changing priorities and emergent situations without a loss of effectiveness
- Willingness to remain flexible and accessible for communication, consultation and feedback
- Ability to relate tactfully, sensitively and non-judgmentally with staff and families from diverse backgrounds



- Ability to remain calm and assist others in the event of an upset individual or an emergency
- High School Diploma required
- Ability to pass pre-employment drug screen and a records check through Child Care Division's Central Background Registry
- Current valid Oregon Driver's license, acceptable driving record and insurance, and a working vehicle (mileage paid)

Preferred Qualifications:

- Bilingual in English and Spanish
- Associates or Bachelor's degree
- At least 1 year paid employment in a non-profit environment

Benefits

Relief Nursery employees enjoy the benefit of working for an organization that makes the world a better place while also prioritizing the work-life balance of their employees. The items listed below round out the generous benefit package offered:

- Competitive Wage
- Medical Coverage (very low employee cost)
- Dental Coverage (very low employee cost)
- 403(b) retirement plan with employer match
- Mileage reimbursement
- Flexible Spending Account available
- Paid lunch time (1/2 hour)
- Paid Jury Duty time
- Cell phone allowance
- 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year for a total of 200 hours
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays: Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving & Day After Thanksgiving

Pre-employment DMV check, drug screen and criminal background check required. Position will remain open until filled.

Send resume and cover letter, including job title in the subject of your email, to:

Lindsey Steele

Director of Administration and Human Resources

lindsst@reliefnursery.org

RELIEF NURSERY IS AN EQUAL OPPORTUNITY EMPLOYER

