

## POSITION DESCRIPTION

<b>Job Title:</b> <b>Administrative Support, Mike Program</b>	<b>Directly Responsible To:</b> <b>President of the Board</b>
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This position will provide administrative support to Mike Program (Multicultural Integrative Kidney Education Program)

Regular Position, 30 hours per week

**MIKE Program**, [www.mikeprogram.org](http://www.mikeprogram.org), is a 501 (c) (3), not-for-profit, public benefit corporation. The program's mission is to empower youth to be ambassadors of health in service to their diverse communities through mentorship, partnership, and the promotion of healthy kidneys. MIKE Program is a community-based nonprofit organization primarily offering regional programming in the Portland Metropolitan Area.

MIKE Program's cardinal activity is one of youth mentorship/youth empowerment. The program works collaboratively with teachers and case managers to place volunteer mentors with youth groups in schools and agencies to support MIKE Program curriculum; which is designed to equip youth to train peers, family, and community in healthy behaviors through project-based service learning. The curriculum is consistent with positive youth development principles leading to enhanced personal and community assets.

Position provides administrative support to the Board of Directors to reach program goals. The position maintains a highly professional yet friendly office environment. Core Competencies include open communication, ability to delegate both responsibility and authority to volunteers, cooperative effort and teamwork, and superior listening, verbal, and writing skills, achievement of the highest level of confidentiality while working with the public, and the ability to work independently and as part of a team. The successful candidate will be detail oriented with excellent organizational and serial-tasking skills while adjusting to shifting priorities in a fast-paced work environment. The person must be able to prioritize, focus on, and execute tasks. Proficiency in Microsoft Office Products (Word, Excel, PowerPoint, Outlook), use of the internet and databases is required. Familiarity with Adobe Photoshop, Acrobat, Illustrator and In-Design a plus. Previous non-profit work experience is desired.

### **Description of Responsibilities:**

- A. Organize physical office space in cooperation with co-workers.
- B. Organize, manage and maintain an up-to-date, comprehensive system of document tracking and filing.
- C. Develop and maintain databases, prepare reports
- D. Track and file donor data
- E. Prepare donor thank-you and tax records letter
- F. Handle routine correspondence and process outgoing mail
- G. Respond to telephone and in-person inquiries
- H. Oversee computer and telephone systems including hardware and software, backup systems
- I. Maintain inventory of program equipment and supplies, ordering same when necessary or requested
- J. Format and print draft and final copies of correspondence, reports, policy and procedure handbooks, and educational materials from written drafts, verbal instruction, or notes
- K. Code receipts and statements and distribute monthly to Bookkeeper for Bookkeeping and Financial Reports
- L. Prepare accounts payable and reimbursement checks for signature
- M. Assist with on-site meetings, take and transcribe minutes of meetings and distribute as appropriate
- N. Receive, review for accuracy, respond to, maintain, and file and/or route all reports and records

- O. Co-ordinate volunteer activities including event logistics, project participant activity, and program partner activity
- P. Coordinate short term and long term office space and rental agreements, contacting and evaluating potential vendors, initiating contracts for review and maintaining contracts, and evaluating and reporting on performance
- Q. Assist in the coordination of workshops/in-services and preparation of materials
- R. Make meeting arrangements and format, prepare and print program documents
- S. Serve as liaison for President and other key volunteers in their absence; attend meetings when requested
- T. Maintain calendars, make appointments, reserve facilities and coordinate logistics for workshops, in-services, meetings and/or conferences
- U. Format, produce, and distribute workshop, in-service, meeting and/or conference materials working independently and/or as part of a team
- V. Maintain records of and coordinate reporting of grants and organization including bylaws
- W. Prepare Newsletters and Annual Report for printing and mailing. Track bulk-mail account.
- X. Coordinate web site updates and contribute to content management system
- Y. Perform other related duties as assigned.
- Z. Ability to inform budgets, proofread, and provide copy a plus

**Desired Qualifications:**

1. Four years of applicable office experience
2. Operate PC computers and demonstrated ability with various software programs including Microsoft Office Suite. Familiarity with Adobe Photoshop, Acrobat. Illustrator and In-Design a plus
3. Type at least 60 wpm with accuracy on word processor
4. Ability to take and transcribe minutes
5. Demonstrated ability to work well in a variety of settings with management and the public, both individually and in a team setting
6. Expert telephone etiquette
7. Ability to operate and trouble-shoot all standard office machines and equipment
8. Demonstrated ability to work independently and in cooperation with others
9. Ability to meet and communicate effectively with the public
10. Ability to pass a criminal background check and drug testing

**Salary and benefits:** \$12.50- \$16.00 hour depending on experience and qualifications. Free parking, holidays and paid time off commensurate with hours worked. A performance review will be conducted by the Board at 3 months and annually.

**How to apply:** Submit a cover letter, a résumé, and three references to MIKE Program, Box 91194, Portland, Oregon 97291 and email same to [cheryl@mikeprogram.org](mailto:cheryl@mikeprogram.org). The successful candidate will be invited for an interview. An invitation for an interview does not constitute promise of hire. This position is open until filled.