



Southeast Uplift
3534 SE Main St
Portland, OR 97214
p: 503 232-0010
www.seuplift.org

OPERATIONS SPECIALIST POSITION DESCRIPTION

Job Title: Operations Specialist

Reports to: Executive Director

Status: Non-exempt, 32-36 hours per week

Compensation: \$22-\$24/hour depending on experience

Benefits: Robust benefits package with fully paid dental & medical benefits; retirement plan; and generous paid time off

Working Conditions: This position offers some opportunity for remote work and a flexible schedule. It requires 3-4 days/week in person at our Main Street office and occasional evening and weekend work. Local travel in a personal vehicle will be necessary to complete errands. Must be able to lift 25 lbs.

ABOUT SE UPLIFT

Since 1968, the SE Uplift Neighborhood Coalition, a 501(c)(3) nonprofit organization, has collaborated with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being. SE Uplift partners with and supports a variety of neighborhood associations, business associations, and community groups to foster civic engagement and improve the livability of our communities. Additionally, we empower individuals and groups to engage with our city and neighbors, incubate grassroots-driven change ideas, and uplift communities through a variety of skill-building trainings, events and resources.

We believe in:

- **Relationship-Building:** Personal connections and networks strengthen our communities.
- **Community Involvement:** Organized neighbors can shape the future of our communities, including envisioning and enacting positive change. Through collaboration, we co-create the communities we want to inhabit.
- **Grassroots Democracy:** We all have a role in determining the character and future of our city through grassroots, bottom-to-top participation.
- **Sharing, Teaching and Learning:** With tools, support, and opportunities to connect, we can effect positive change.
- **Diversity and Inclusiveness:** In an inclusive, multicultural environment through which we can explore our differences and come together around common interests and goals.
- **Building Capacity:** We strengthen our communities as we strengthen our neighborhood associations, community-based organizations and business districts.

To learn more, please visit us at seuplift.org.

POSITION SUMMARY

This position supports a variety of administrative, property management, and events-related needs to support SE Uplift's staff, board, tenants, and patrons. The successful candidate will work closely with the Executive Director, bookkeeper, and other staff to make sure that the day-to-day administrative and operational tasks are completed in a timely and efficient manner. This position involves computer, phone, and office/administrative work, hands-on property management work, and light IT support.

Administration (40%)

- Provides clerical assistance regarding communications with and for the board of directors such as posting minutes, scheduling meetings, maintaining rosters, and filing materials
- Manages accounts payable, invoicing, and other financial tasks in collaboration with bookkeeper
- Routes mail to staff, tenants, and community groups who receive mail at the building. Picks up mail from the post office when required and serves as a contact for community groups.
- Maintains office supplies and orders new materials as needed
- Oversees the organization of electronic files and paper archives
- Responds to general inquiries and welcomes visitors to the SE Uplift space
- Answers main phone line, records messages, and takes and delivers messages as needed
- Provides periodic administrative support to staff and oversees staff celebrations
- Provides light HR support for the on-boarding and off-boarding of staff and volunteers
- Troubleshoots technology issues. Researches tech solutions to improve organizational efficiencies as needed.

Property Management (40%)

- Provides comprehensive management for two buildings and grounds, acting as the point of contact for SE Uplift staff, vendors, and our community organization tenants
- Responds to building maintenance needs in a timely manner and immediately addresses emergencies when needed
- Maintains a pleasant headquarters by ensuring that building security, cleanliness, and health standards are met and that city and state regulations are followed
- Oversees tenant office leases and onboarding, and the use of on-site storage space by community groups
- Manages ongoing projects and a variety of tasks related to landscaping, building remodel and upgrade needs, and needed building inspections
- Manages the key and fob logs including activations, assignments, checkouts, and returns

Event Support + Management (20%)

- Promotes and coordinates community space and conference room rentals by giving tours, providing building access, and managing space usage agreements
- Manages equipment rentals for events held by community partners
- Provides support for staff events by ensuring space is available, equipment is set up, and that logistical needs are met

- Oversees event calendars for organizational and community events, and room rentals. Ensures that the calendars are updated frequently and accurately.

QUALIFICATIONS

Required Skills + Abilities

- 1-3 years of administrative/office experience
- Experience with Microsoft Office Suite
- Intercultural competency; proven commitment to diversity, equity, inclusion and accessibility
- Excellent oral and written communication skills
- Bookkeeping and data management experience
- Exceptional customer service skills
- Outstanding attention to detail
- Experience with and affinity for information technology
- Ability to work a flexible schedule in a busy environment
- Ability to work well autonomously and as part of a team
- Proven ability to meet deadlines amidst many competing priorities
- High school diploma or GED equivalent
- Ability to lift 25 lbs
- Access to reliable transportation

Required Attributes

- Empathetic: you have a high EQ and model kindness. You know how to read the room.
- Flexible and versatile: you adapt to changing needs with humor and grace, and enjoy learning new things.
- Reliable: you own your work and have a strong work ethic.
- Critical thinker: you approach decisions with rigor and seek ways to expand your perspective.
- Tenacity: you pursue goals despite obstacles in your way and are a resilient problem-solver.

Desired

- College degree in a related field
- Experience with Microsoft 365, Microsoft Azure, Constant Contact, MailChimp, WordPress, DocuSign, Adobe Acrobat, Meistertask, Zoom
- Event management experience
- Experience or knowledge of property management
- Knowledge of accessibility barriers/issues and solutions

TO APPLY

Please email a cover letter and chronological resume, preferably in PDF format, to operations@seuplift.org with "Operations Specialist" in the subject line. Please title your documents with your name and the name of the document (resume or cover letter). In your cover letter, please describe your work super power, and list your technical proficiencies in your resume.

Applications will be reviewed on a rolling basis. The position will remain open until filled. Well-qualified candidates are encouraged to apply early!

SE Uplift is an Equal Opportunity Employer and does not discriminate based on religious affiliation, marital status, physical or mental disability, national origin, citizenship, age, race, color, creed, gender, gender identity, sexual orientation, genetic makeup, political or union affiliation, veteran status, or any other basis protected by federal, state or local law. In compliance with the Americans with Disabilities Act, SE Uplift will provide reasonable accommodations to qualified individuals with disabilities.

Thank you for exploring the possibilities with us!