

JOB NOTICE

Position: Administrative Assistant

Reports to: Finance & Office Manager, Nissa Roberts

Compensation: Assistant; A3 Range \$12.25 - \$13.75; DOQ; Non-Exempt; Full-time; Generous Paid Time Off; Dental; Medical - Summer 2019

Start Date: ASAP

Review: Six-month probationary period; Quarterly performance and compensation evaluations

The FosterClub mission is to lead the efforts of young people in and from foster care to become connected, educated, inspired and represented so they can realize their personal potential and contribute to a better life for their peers. We believe that young people in and from foster care deserve to be:

CONNECTED - *to a peer support network and to people in the community who care*

EDUCATED - *about their rights, the foster care system works, self-advocacy strategies, and how to locate resources to help them succeed*

INSPIRED - *and empowered through the stories of people who have succeeded after foster care*

REPRESENTED - *by having their voices heard by policy makers, the public, and others who influence the system that profoundly impacts their lives*

We believe Experience = Expertise.

Being placed in foster care can be a difficult experience. FosterClub is dedicated to providing a peer support network for youth in foster care. Further, we believe that the experiences young people have in foster care place them in a position to effect change within the system, inform and motivate their peers, build public awareness and create public will for improved care for abused and neglected children.

Founded in 1999 by a foster parent, FosterClub incorporated as a non-profit organization in 2000. Currently, FosterClub is the national network for young people in foster care, serving foster youth across the United States each year. Headquartered in Seaside, Oregon; FosterClub can be visited online at fosterclub.org

EEO Statement

FosterClub is committed to building a more diverse, accessible, and fully inclusive work environment. We strive to be a workplace where people of color, LGBTQ+, and those with non-traditional career trajectories can thrive. As an Equal Opportunity Employer we are also committed to upholding applicable federal, state, and local laws and regulations prohibiting unlawful discrimination in employment on the basis of age, ancestry, gender identity or expression, marital status, national origin, political ideology, race, religion, sexual orientation, veteran status, or the presence of a physical, cognitive, or sensory disability. People of color, LGBTQ+ folx, women and foster care alumni are urged to apply.

Position Summary

The Administrative department at FosterClub is responsible for supporting the program departments in their work to engage and support foster youth as well as performing many of the general functions which allow the organization to run smoothly on a daily basis. The Administrative department handles functions as diverse as general customer service (phones, reception, mail); fulfillment, shipping and inventory management of FosterClub publications and merchandise; the oversight of housing for our summer interns; travel and logistics for staff and youth; providing technical support to staff for technology used in-house; social media and internet presence; and all finance functions. Reporting to the Finance & Office Manager, the Administrative Assistant ensures that those who reach out to FosterClub, as well as those already engaged with the organization as Young Leaders, partners, or staff, receive excellent and timely help and support. We are looking for a dynamic self-starter who can not only proactively prioritize and execute daily tasks in a fast-paced environment but who can also identify and implement process improvements.

Essential Functions

- *Maintain high standards and implement process improvements* in a variety of general administrative tasks, including:
 - *Reception and front office duties* including telephone, electronic, and other written communications with a wide variety of people; greeting visitors to the office; general errands
 - *Stocking and ordering supplies* for both general and program/project use
 - *Fulfillment and shipping* of FosterClub publications and merchandise
 - *Inventory control* of FosterClub publications and merchandise under the direction of Product & Services Coordinator
 - *Logistics (travel) booking and on-site travel contact* for staff and youth
 - *First line technical support for Foster Parent Online Training*, such as processing requests for password resets or resolving payment processing difficulties
 - *Varied social media, website, and SEO-type tasks* done under the direction of program staff or Finance & Office Manager
 - *Oversight of FosterClub van* including scheduling for staff use, arranging for general maintenance and providing a consistent check in/check out process
 - *Coordination and oversight of general readiness and maintenance of FosterClub housing* designated for use by summer interns and other, off-season guests
- *Works collaboratively* with staff to support daily operations
- *Works collaboratively* across departments to reduce racial and gendered outcome disparities in the child welfare system through constituent engagement practices.
- *Other duties as assigned* - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice

Required Skills and Experience

The successful candidate will have:

- A high school diploma or equivalent
- A minimum of two years experience in a fast-paced office environment and demonstrable competence that demonstrates capacity to meet the deliverables described in this posting

OR

- Any satisfactory equivalent combination of education, experience, training and demonstrable competence that demonstrates capacity to meet the deliverables described in this posting

Additionally, we are looking for the following competencies:

- *Technology* - Able to fully utilize hardware and software applications typical of our office environment, including G-Suite applications, Adobe products, and social media. Knowledge of, or ability and willingness to learn, CiviCRM.
- *Communication* - Able to communicate clearly and effectively in verbal and written forms (email, LiveChat, texting, etc). Ability to follow and utilize new digital media, including Instagram, Facebook.
- *Organizational skills* - Ability to prioritize routine tasks and just-in-time requests in a fast-paced environment; keeps others informed as to progress on tasks as well as reporting challenges that arise and provides suggested solutions to those problems.
- *Adaptability* - Recognizes opportunities to propose process improvements that will lead to increased efficiencies, cost savings, and/or better service to program areas.
- *Teamwork and Collaboration* - Ability to work in close collaboration with multiple different team members in order to effectively execute both routine and special projects. Willingness to draw on in-office sources as well as external network to access relevant and useful knowledge.
- *Cultural Competency* - able to fully support a diverse team of staff and young leaders, especially youth of color and youth who may identify as LGBTQ+, or otherwise gender-nonconforming; demonstrated commitment to reducing the impacts of structural and interpersonal forms of racism, homophobia, and related oppressions.
- *Lived Experience* - While lived experience is not a requirement, this is an excellent opportunity for candidates with experience in foster care and/or the child welfare system.

Supervisory Responsibility

- None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Sit at desk keyboarding and on the telephone - Frequent
- Drive - Frequent (must have current DL, reliable vehicle, insurance)
- Lift <35lbs - Frequent
- Lift <50lbs - Occasional
- Bend, squat/rise, twist
- Climb stairs - Occasional
- Light housekeeping or maintenance activities (office or intern housing) - <10% of the time

Hours of Work

Regular office hours Monday-Friday are 8:30 to 5:00 with occasional night or weekend events.

Travel

Frequent, routine local travel for errands. Occasional overnight travel may be required for program or other needs. Frequent extended local (5-150 miles round trip) travel during summer internship season,

including providing transportation to/from airport and enrichment activities.

Please submit your resume and cover letter to hiringmanager@fosterclub.com

Due to limited resources FosterClub will only contact shortlisted applicants.

Any offer made will be conditional on receipt of two references (from your most recent employer and a character reference)

The successful applicant will be expected to undergo a criminal background check and a DMV records check upon accepting a conditional job offer.