



bonneville environmental foundation

JOB TITLE: Office Administrator
REPORTS TO: CFO/VP of Operations
STATUS: Regular Employee
EXEMPT: Non-Exempt
LOCATION: Portland
HOURS: Monday – Friday; 8:00 – 5:00

About BEF

BEF is an entrepreneurial nonprofit working on environmental solutions at the intersection of renewable energy and freshwater. Partnerships are key to our success. We build long-term relationships with our corporate, utility and philanthropic partners by first understanding their goals and needs, and providing solutions that achieve those goals while achieving real, measurable environmental benefits.

Our team of 20 people comprises five departments: Renewable Energy Group; CE energy education program; Watersheds group; Operations group; and Business Development group.

BEF provides all employees with a robust benefits package including competitive salary, health, dental, life, long-term disability, short-term disability insurance, FSA and HSA options, 403(b) contributions, Tri-met passes, professional development reimbursement and generous paid time off.

Ideal Candidate

The ideal candidate will be a well-organized, solutions-oriented self-starter, placing a high priority on achieving excellent outcomes, attention to detail, adaptability, excellent verbal and written communication skills, interpersonal skills, timeliness and accuracy of work. They will be committed to BEF's mission and passionate about the unique skills and contributions they can bring to the position. They will enjoy collaborating with all team members at BEF, as well as vendors, contractors, and a variety of stakeholders and partners to ensure that BEF's office and administrative functions are well-organized, efficient, and effective. The successful candidate will thrive on variety, welcome problem-solving opportunities, and enjoy supporting program and operations.

Scope of Position

Reporting to the CFO/VP of Operations, the Office Administrator will work across all areas of the organization to support administrative functions and office management. The successful candidate will engage with BEF's work at a variety of levels including effectively managing the office, facilitating board meetings, and supporting program work.

Required Skills and Qualifications

- Minimum of 3 years in an office administration/management role, or other relevant work experience required.
- Degree or certification in office administration, business, or related field preferred but not required.
- Working knowledge of Microsoft Word, Excel and PowerPoint required.
- Experience with G Suite preferred.
- Demonstrable ability to collaborate and support a team in a positive and professional manner.
- Experience coordinating meetings, preparing presentations, and reconciling invoices.
- Strong verbal and written communication skills and the ability to format and modify documents and powerpoints for presentations.
- Ability to maintain confidentiality and exercise diplomacy, effectively manage shifting priorities, and consistently deliver high quality, accurate work.
- Comfortable using technology; willingness and aptitude for learning new technologies.
- Ability to embrace new challenges in a rapidly evolving work environment.

Specific Responsibilities / Essential Functions

Office Management

- Responsible for the effective coordination of building and facilities; including maintaining office furniture, equipment, and acting as the point person with building maintenance.
- Supplies inventory management and requisition.
- Liaise with vendors regarding equipment leases, equipment maintenance, IT services, and processing related invoices.
- Train staff on use of office equipment and productivity tools (G Suite). Serve as a resource to insure optimal use, adherence to protocol, and troubleshoot issues as they arise.
- Create, maintain and distribute organizational lists, directories, and calendars.
- Support document management & filing maintenance, including record retention and archiving.
- Receive and interact with incoming visitors, answer phones and direct calls, process & distribute incoming mail.
- Prepare cash receipts.
- Plan and coordinate staff meetings, celebrations, and retreats; arrange all logistics, communicate details, prepare and distribute materials.

Program Administration

- Schedule regular internal team meetings; prepare project documentation and reports for meetings; record decisions, task assignments, and next steps.
- Process contractor agreements.
- Process contractor invoices, track expenses, and monitor project budgets.

- Support business development team with hosted events and presentations. Arrange logistics, prepare event and presentation materials, serve as point of contact for participants, and arrange travel for staff.
- Assist with participation in external events. Make travel arrangements for staff and manage registration.
- Managing receipt of program materials.

Board and CEO Support

- Assist CEO with calendar and scheduling, correspondence, and data entry.
- Acts as liaison to the Board of Directors and Board Committees.
- Coordinate Board and Committee Meetings by arranging all meeting logistics; communicating with members; gathering, preparing, and distributing materials; attending meetings to document resolutions and record minutes.

BEF is an Equal Opportunity Employer.

Email the following materials to jobs@b-e-f.org by April 15, 2018.

Email subject line must include the position title.

A complete application will include:

- 1. Cover Letter**
- 2. Resume**
- 3. List of 3 references: name, title, relationship, phone number and email address**

Please send the three documents as separate attachments in MS Word or PDF format. Documents in other formats may not be considered.

Application does not constitute a promise or guarantee of employment.

Please make all inquiries to jobs@b-e-f.org.