



Community Alliance of Tenants

2710 NE 14th Avenue, Portland, Oregon 97212

Job Posting: Executive Assistant

Position Summary

CAT is seeking a dynamic, experienced, reliable, and task-oriented leader to support CAT's Directors. This assistant will work primarily with the Executive Director and be responsible for performing a wide variety of administrative, clerical, and financial duties in a fast-paced, ever changing environment. As a social justice organization dedicated to dismantling systems of oppression as it relates to housing justice and the intersections therein, the ideal candidate is an advocate at heart paired with a desire to support streamlined operations. The position requires a high level of self-motivation, professionalism, and flexibility. This team member must possess strong interpersonal and organizational skills including the ability to multi-task with a keen and thoughtful attention to detail, and a strong commitment to completing projects in a timely manner.

Hours are flexible, offering part-time and full-time hours as negotiated. This position is non-exempt with an hourly wage range of \$17 - 22 per hour depending on experience. Benefits include 100% covered medical and dental insurance, flexible work schedules, paid holidays, and generous family, medical and personal leave.

About CAT

Community Alliance of Tenants (CAT) has spent the last 21 years building a housing justice movement led by renters. We are a membership-driven organization who takes great pride in educating and empowering one another to demand safe, stable, and affordable housing. We accomplish this using a three-pronged approach to Tenant Power: Tenant Education, Tenant Organizing, and Tenant Advocacy. We operate an educational hotline run by staff and volunteers – walking callers through their rights and responsibilities one-on-one. We host dozens of community workshops each year and connect each other with a deep network of community partners and service providers to meet various needs as they arise. We organize our friends, families and neighbors in our buildings and on the streets to build a culturally-humble, equity-driven, intersectional housing justice movement led by those of us who are most-impacted by housing injustices. We support the leadership and learning of our fellow housing advocates building on our shared experiences and knowledge. Finally, we learn from and represent one another on councils, boards, and civic engagement opportunities throughout the state for long-range systems change.

Key Responsibilities

Executive and Administrative Support

- Provides administrative support primarily to the directors, including but not limited to detailed calendar management, expense report management, mail, voicemail, and email processing, travel coordination, and written and digital correspondence.
- Coordinates internal and external meetings and events including attendee management, materials preparation, venue setup and takedown, and issue resolution.

- Updating and maintaining SalsaLabs database as it relates to activities tracking, membership, donations, and operations.
- Organizing and maintaining office files both manually and electronically.
- Coordinates the flow of organizational literature and materials by processing all materials, including review and proper distribution or filing of materials.
- Supporting financial operations including check requests, light A/P and A/R, financial report generation and review.
- Works closely and effectively with the Executive Director to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the industry and keeping the directors updated.
- Answering mainline phone lines and routing calls appropriately
- Welcoming walk-ins and scheduled visitors and routing them to the appropriate staff members.
- Other duties as assigned.

Board Support and Liaison

- Serves as the Board President's administrative liaison
- Assists board members with travel arrangements, lodging, and meal planning as needed
- Works closely with the Executive Director on board related projects including regular meetings, fundraising council support, and others as assigned
- Maintains discretion and confidentiality in relationships with all board members
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
- Other duties as assigned.

Management Liaison

- Participates as an adjunct member of the management team including assisting in scheduling meetings, setting them up, and attending all meetings
- Assists in coordinating the agenda of management team meetings and off-site attendance, and staff meetings
- Facilitates cross-divisional coordination of travel and outreach plans
- Other duties as assigned.

Communications, Partnerships, and Outreach

- Ensures that staff bios are kept updated and responds to requests for materials
- Edits and completes first drafts for written communications to external stakeholders
- Supporting fundraising, media, and digital communications with partners, donors, and stakeholders.
- Works with Communications & Development Coordinator to maintain organizational materials, website, and communications.
- Other duties as assigned.

Qualifications

- Culturally humble approach to representing and working with multi-ethnic populations
- Driven by principles of equity, social justice and integrity
- At least 2 - 4 years' experience working in the same or a similar field
- Proficient in Microsoft Office Suite, Windows and MAC operating systems, and various cloud based web applications (including email, file management systems, and CRM databases)
- Non-profit social justice organization background preferred
- Bachelor's degree preferred but not required

Skills and Knowledge Required

- Highly organized
- Ability to function well under pressure
- Detail-oriented
- Ability to self-start, work independently to achieve high standards and meet deadlines
- Reliability and integrity, able to handle confidential matters with the utmost discretion
- Excellent communicator, including written, speaking, editing, and proofreading with careful attention to detail
- Strong calendaring, coordination and organizational document management skills
- Adept in developing and maintaining strong relationships with management, staff, donors, and other stakeholders
- Exhibit a high degree of professionalism, careful judgment, tact and diplomacy
- Excellent problem-solving skills

Additional skills are a plus, however not required

- Familiarity/Interest in Renter's Rights and Tenant Advocacy
- Fluency in another language (Arabic, Spanish, Vietnamese, etc.)

How to Apply

Mail, e-mail or deliver your resume and cover letter stating your relevant experience to CAT. Application process opens immediately and position will remain open until filled. Interviews will be conducted on a rolling basis.

Mail to: Community Alliance of Tenants
Attn: Katrina Holland
2710 NE 14th Ave.
Portland, OR 97212

Email: katrina@oregoncat.org

For additional questions, concerns, or accommodations: Contact Wendy Hamacher at wendy@oregoncat.org or at 503-460-9702 ext. 137

CAT is an equal opportunity employer.