



COMMUNITY PARTNERS FOR AFFORDABLE HOUSING

6380 SW Capitol Hwy Ste. 151, Portland OR 97239 * cpahoregon.org
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Job Title:	Administrative Specialist
Duration:	Permanent, Full-time, Hourly
Reports To:	Controller
Compensation:	\$24-\$25.50 hourly with opportunity for bilingual pay differential
Benefits:	Medical, Vision & Dental Insurance for the employee; Employer Funded 403(b) Pension; Vacation, Holidays, Sick Leave, Bereavement; Life Insurance, Short Term and Long-Term Disability; Two weeks paid Maternity/Paternity Leave; Employee Assistance Program; Sabbatical (four weeks paid) after seven years; Approximate 36-hour Workweek – four hours “wellness” benefit, compensation is based on 40 hours.

About CPAH

Join us at Community Partners for Affordable Housing (CPAH) and be part of a team dedicated to supporting our growing organization, currently serving over 450 households in Washington County and SW Portland and another 50 participants who are exiting homelessness. This position will support CPAH's ability to develop and maintain high-quality affordable housing while providing a range of resident services for youth, seniors aging in place, people exiting homelessness, working families, and some of most vulnerable neighbors. CPAH is dedicated not only to ensuring equitable access to housing, but also to building a team that reflects the diversity of our residents and represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Position Overview

The Administrative Specialist is a new position at CPAH. Over the last few years CPAH has experienced enough growth that additional administrative support is needed to move forward. We are excited to welcome the person who will help us stay organized and focused on our mission. The Administrative Specialist will perform a variety of administrative duties and support for the organization, including tasks related to office management and logistics, data entry, human resources, and calendaring support for senior management. Every day will be different.

RESPONSIBILITIES

Office Management and Staff Support

- Manage agency-wide calendars including vacation, hybrid office, etc.
- Organize and manage external printing needs for all program and agency staff.
- Schedule staff meetings and distribute materials in advance of meetings.
- Act as a point of contact for agency staff for all operational needs.
- Manage agency passwords.

- Manage IT contract; track and manage internet subscriptions and software.
- Manage subscriptions and membership renewal tracking agency-wide.
- Assist with logistics for board and staff meetings and events.
- Screen and direct phone calls/emails from general line and email and distribute correspondence.
- Order office supplies.
- Pick up mail.

Human Resources

- Work with controller and executive director to maintain the benefits plan for agency employees.
- Work with CPAH leadership to post for jobs and schedule interviews.
- Coordinate and manage the onboarding of new hires.
- Maintain staff contact lists including emergency contact lists and remote work contact lists.
- Ensure approved changes are entered into the Employee Handbook.

Data Entry

- Open mail and log checks
- Ensure bills are entered into accounting system with appropriate detailed information.

Leadership Support

- Act as the point of contact for Executive Director with external partners.
- Manage calendar and set up meetings for Executive Director.
- Track board calendar for Executive Director.
- Assist Executive Director with finalizing and emailing out board packet.
- Provide support to senior leadership members as needed.

Other

- Other duties as assigned.
- Perform non-routine tasks requiring strong judgment and initiative.
- Adhere to current Personnel Policies of the agency.

Qualifications

To be successful as our Administrative Specialist, you will need to meet the minimum qualifications and commit to building an inclusive work environment.

Minimum Qualifications

- At least two years administrative support experience.
- Excellent Knowledge of MS Office and G-Suite (Google) products and platforms.

CPAH does not discriminate against any person on the basis of age, race, color, religion, sex, sexual orientation or gender identity, disability (physical, mental or developmental), familial or marital status, or national origin, in admission or access to, or treatment of, residents, employees or volunteers in any of its projects or programs.



- Strong understanding of internet services, computer and mobile applications.
- Data entry skills, including ability to use a 10-key pad and typing.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Strong organizational skills.
- Familiarity with office equipment, including copiers.
- Demonstrated passion for CPAH's mission.

Preferred Qualifications (Stand-out qualifications, but not required to succeed)

- Expertise with QuickBooks or other accounting software
- Ability to troubleshoot IT problems

Unique Job Conditions

Requires some (<10%) participation in evening and weekend meetings and events. We offer a flexible work environment, which will include the opportunity to work from home part-time. The duties of the job are primarily performed in an office environment.

We ask that all our employees receive COVID vaccines and updated boosters.

To Apply

Email jobs@cpahoregon.org to apply or to request more information or assistance with your application.

To be considered for this role, we require a cover letter and resume. Great cover letters describe your interest and qualifications for this position, your commitment to diversity, equity, and inclusion, and your perspective on affordable housing in our community.

For more information on CPAH, please visit our website at cpahoregon.org.

This position will be open until filled.