

Position: Senior Executive Assistant
Reports to: Executive Director
Salary: \$45,000-\$55,000/year, plus benefits

Organization:

Literary Arts is a nonprofit literary organization based in Portland, OR. Our mission is to engage readers, support writers, and inspire the next generation with great literature.

Our programs create opportunities for readers and writers of all ages and walks of life to engage with stories. We provide programs in concert halls, classrooms, our community space, and on the radio. Literary Arts is committed to remaining a dynamic and responsive organization that will continue to evolve with our community's needs and deepen our equity work across all our programs.

The Position:

Literary Arts seeks an efficient, well-organized individual to assist the Executive Director on a full-time basis. This position plays a key role in the daily operations of an established and dynamic literary nonprofit, offering wide-ranging experiences to a candidate seeking a career in arts administration.

The Senior Executive Assistant will primarily work for and support the Executive Director. In addition, full office support may be needed in coordination with Deputy Director, Finance Director, and other Senior Staff.

Essential Duties and Responsibilities:

- Administrative support: Manage the Executive Director's schedule and travel logistics, internal and external meetings and communications, and other administrative support as needed.
- Board liaison: Schedule, set-up, and take minutes at monthly meetings of the Board of Directors, the Executive Committee, and other Board Committees. Assist with all Board communications in coordination with the Executive Director.
- Writing, editing, and proofreading: Draft written communications for the Executive Director. Copy edit/proofread memos, reports, presentations, and other documents for organizational literature.
- Assist with front-of-house hospitality, including welcoming guests and answering phones

www.literary-arts.org | 925 SW Washington Street | Portland, Oregon 97205 | t: 503.227.2583 f: 503.241.4256

BOARD OF DIRECTORS: Amy Prosenjak, *Chair*, Jill Abere, David Angeli, Joan Cirillo, Amy Donohue, Ann Edlen, Sarah Gibbon, Betsy Henning, Jonathan Hill, Mitchell S. Jackson, Maurice King, Anis Mojgani, Justice Adrienne Nelson, Corrine Oishi, Katherine O'Neil, Ramón Pagán, Bob Speltz, Dennis Steinman, Geoffrey Tichenor, Chabre Vickers, Amy Wayson STAFF: Andrew Proctor, *Executive Director*, Sophie Albanis, Maggie Allen, Amanda Bullock, Lydah DeBin, Jennifer Gurney, Hunt Holman, Olivia Jones-Hall, Brandon Lenzi, Hope Levy, Allegra Lopez, Jessica Meza-Torres, Susan Moore, Jules Ohman, Liz Olufson, Emily Prado, Valeria Ramirez, Jyoti Roy

- Project coordination: Manage projects as requested by the Executive Director, with an emphasis on capital campaign projects. May also include temporary program management while a staff member is on leave, or campaign related construction.
- Coordinate all staff events such as full staff meetings and other social gatherings.
- Other duties as assigned by the Executive Director.

Skills and Competencies:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying.

- Knowledge of nonprofit organizations, nonprofit administration, and prior experience supporting and working with senior level management.
- Excellent interpersonal skills to handle sensitive and confidential situations, as position continually requires demonstrated poise, tact, and diplomacy.
- Communication skills including verbal, oral, and written with Executive Director, co-workers and constituents.
- Exceptional organizing and project management skills.
- Experience with calendar management and taking minutes.
- Strong time management skills, including the ability to set and meet deadlines, manage multiple tasks, and show flexibility with tasks.
- Fluency with Mac and Microsoft business applications, including the Microsoft Suite and the Adobe Suite.
- Experience with Filemaker Pro, Wordpress and/or basic design programs a plus.

Qualities:

- Desire to communicate and collaborate with people of diverse backgrounds.
- Comfortable in an environment that acknowledges, encourages, and celebrates differences.
- Impeccable attention to detail.
- Good sense of humor.
- Commitment to the mission of Literary Arts.

Experience:

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Literary Arts acknowledges and celebrates all types of learning: academic, career and on-the-job training, as well as volunteer and military service. Literary Arts' goal is to hire and retain individuals who have demonstrated success performing the essential duties of the position and/or who possess the qualities to learn new skills quickly. Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is strongly recommended for this role.

Job Conditions:

Office Layout is open concept, between two common spaces used for meetings, events, and workshops. Approximately 75% of workday is spent at an unshared computer workstation, 15% in meetings, and 10% performing tasks around the office.

Note: During the current public health crisis, Literary Arts staff are working from their homes. Literary Arts provides computers, monitors, and chairs for home use, along with other technology support as needed. Literary Arts also provides a technology stipend to support services such as internet service. However, once the organization can return to office operations, this position will be based in Portland, Oregon at our downtown office, requiring in-person attendance, though a combination of work-from-home and in-office schedule can be accommodated.

Equipment:

Used: PC laptop, copier/printer, postage machine, and other standard office equipment. Literary Arts provides an adjustable office chair; a standing desk can be requested.

Physical Demands: Concentrated periods of computer keyboarding are required throughout the workweek. Extended periods of sitting are also required for meetings. Some lifting of boxes may be required. Work is performed in a fast-paced and deadline driven environment with frequent interruptions and reorganizing of priorities.

Application Information:

Nonprofit Professionals Now is continuing its support of Literary Arts and their team expansion.

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To apply for this position, please visit: <https://wvdo-or.hiringthing.com/job/327638/sr-executive-assistant-literary-arts> and submit a resume, cover letter and a short writing sample of your choice (no more than 1 page).

Application Deadline: October 31, 2021

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