



Young  
Audiences  
Arts for  
Learning

Oregon & SW Washington

## **Communications & Office Manager – Job Posting**

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**Date Posted:** October 30, 2017

**Application Deadline:** November 27, 2017. Applications reviewed on a rolling basis.

**Targeted Start Date:** January 2017

**Position Status:** Full-time; Non-exempt; 40 hours per week

**Compensation:** \$15 - 17 per hour depending on qualifications, plus benefits

**Reports to:** Executive Director

### **Position Summary**

Young Audiences of Oregon & SW Washington seeks dynamic, resourceful and creative candidates from diverse backgrounds for the position of Communications & Office Manager.

The Communications & Office Manager is the storytelling and administrative mastermind of Young Audiences. They are responsible for ensuring that the workplace is fully supplied, served and organized, powering the provision of our arts education services to the community, while also conveying the organization's external messaging. From managing the office layout, to ensuring that our computers and IT infrastructure are running smartly; and from serving as the liaison to the Board of Directors and first point of contact for visitors to the office, to processing correspondence, this position provides a multi-faceted opportunity for someone to help an organization work smoothly and efficiently, and to tell its story to the community well. The Communications & Office Manager works across departments and collaborates with colleagues throughout the organization assisting with administrative tasks, materials design, event coordination, donor database administration, as well as communications and social media content creation and distribution.

Young Audiences of Oregon & SW Washington is an equal opportunity employer and we strongly encourage applicants of all backgrounds, including people of color and from communities underrepresented in the arts and education fields.

### **Essential Position Responsibilities**

The Communications & Office Manager's responsibilities include, but are not limited to:

- Actively support the mission of Young Audiences (YA)
- Maintain organized, fun, tidy and functional physical office environment
- Create communications and marketing content, including social media and newsletters

- Manage supplies ordering and supply budget for office
- Coordinate with property manager as needed for repairs and upgrades
- Oversee processing and routing of mail, calls and correspondence
- Process payments and maintain receipts log in collaboration with Controller
- Liaise with Board of Directors, overseeing communications and calendar
- Prepare board meeting minutes
- Oversee office-based volunteers, orienting them to the space and systems, and connecting them with administrative tasks
- Greet and welcome visitors and callers to the office
- Provide administrative support to Executive Director and staff
- Continuously improve internal systems and processes
- Ensure high-quality Information Technology systems and office workstations
- Liaise with external IT support providers and advise on technology needs
- Manage the Mobile Creativity Lab suite of iPads
- Create and manage creation of printed materials and other collateral to support development, outreach and other organizational goals
- Maintain Salesforce donor database and produce donor acknowledgements in timely fashion
- Support Community Engagement Manager with the Run for the Arts program by overseeing supply inventory and data entry
- Support event planning and coordinate logistics
- Manage storage and retention of records and archives
- Collaborate with Programs, Development & Operations staff on special projects
- Organize and schedule staff team-building activities and celebrations
- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging, audience identification, and creativity
- Generate, edit, publish and share daily content (original text, images, video and HTML) that builds meaningful connections and encourages community members to take action
- Perform other duties as assigned

## **Qualifications and Experience**

### **Required:**

- Commitment to the mission of YA and belief in the power of arts education
- Excellent interpersonal and communication skills, both written and oral
- Great organizational skills and time-management habits
- Entrepreneurial and self-directed attitude
- Comfort multi-tasking and agility balancing multiple projects simultaneously
- Demonstrated ability to work independently
- Demonstrated ability to establish and maintain effective working relationships

Young Audiences of Oregon & SW Washington / 1220 SW Morrison St. Suite 1000 Portland, OR 97205  
[www.ya-or.org](http://www.ya-or.org) / Twitter: @YoungAudiences / facebook: YoungAudiencesOregon / (503) 225-5900

- High professional and ethical standards
- Experience working with diverse communities and a commitment to cultural sensitivity and fluency
- Personal enthusiasm, optimism and sense of humor
- Strategic outlook paired with keen attention to detail
- Understanding of office technology systems and basic troubleshooting
- Experience working with a variety of word processing and spreadsheet software
- Willingness to learn new things
- Knowledge of and comfort working with social media
- Experience creating social media and email marketing content

**Preferred:**

- Experience managing the work space and/or systems of a small office
- Knowledge of and experience managing office technology (computers, server, network, phone system, copier related IT etc.)
- Proficiency with Salesforce or similar CRM platform
- Graphic design skills
- Web design skills
- Experience working with a Board of Directors or other oversight body
- Ability to pass a strict school district criminal background check

**Application Process**

Please submit your application to Young Audiences by email ([jobs@ya-or.org](mailto:jobs@ya-or.org)), in person, or by postal mail (1220 SW Morrison Street, Suite 1000, Portland, OR 97205) including **a cover letter, resume, list of three references and, if possible, relevant work sample (e.g. email, marketing or social media content you have created)**. Subject line should include “Application – Communications & Office Manager”. Please indicate how you learned of this opportunity in your application. Young Audiences is an equal opportunity employer and we strongly encourage applicants of all backgrounds.

**About Young Audiences of Oregon and SW Washington**

**Young Audiences Arts for Learning of Oregon & SW Washington** is our region’s most comprehensive arts in education nonprofit organization, serving kids, teens and families in partnership with artists, educators, and community organizations since 1958. Young Audiences provides workshops, residencies and performances across performing, media and visual arts disciplines for young people in school and community settings; offers training for artists to be more effective educators; gives classroom teachers the tools to integrate the arts into their teaching practice; and brings fundraising support to schools for art education through the Run for the Arts. Young Audiences is a dynamic, forward-thinking organization with a dedicated, mission-driven, creative work culture. Visit [www.ya-or.org](http://www.ya-or.org) for more information.