

Position Title: Office Administrator & Data Specialist  
Reports to: Executive Director  
Status: Part-time, 20-25 hours per week  
Schedule: Flexible, weekends required April-September  
Location: Portland, OR (negotiable) in-person and virtual office  
Compensation: \$20-\$24/hour, non-exempt



### ***Role of the Position***

Trailkeepers of Oregon's mission is to protect and enhance the Oregon hiking experience through stewardship, advocacy, outreach, and education. TKO is seeking a highly organized Office Administrator that will support office administration and data management systems. While this is currently a part-time role, our intention is to grow this position to full-time status within the next year.

The Office Administrator takes primary responsibility for executing the administrative functions of TKO's monthly office management and bookkeeping. Because this position balances a variety of responsibilities, a high degree of flexibility, professional attitude, significant initiative, and attention to detail are required. The ideal candidate will have experience with bookkeeping and data management, as well as a commitment to quality service.

Studies show that women and people of color are less likely to apply for jobs unless they believe they meet every qualification listed in a job description. TKO values lived experience and we are dedicated to embracing diversity. If this role sounds exciting to you, we want to hear from you!

### **Administrative Support**

- Perform office administrative functions for financial management, prepare financial reports and invoicing across general and restricted funding mechanisms.
- Support development and monitor the organization's program budgets.
- Manage all bookkeeping functions, including processing weekly receipts.
- Ensure timely, accurate and high-quality financial reporting to staff, Board and donors.
- Assist off-site Accountant in preparing the program's federal and state taxes and reports.
- Support and carry out monthly payroll processes and expense reports.
- Maintain TKO's personnel and operations policies and procedures.
- Process new hires and ensure compliance with new hire paperwork and reporting requirements.
- Monitor employee benefits, including administration of plans as needed.
- Develop and maintain TKO's constituent relational management (CRM) system (Bloomerang) – onboarding, data hygiene, building reports, establishing dashboards, SOPs, training, and evaluation.
- Support donor fulfillment and mailers for fundraising and general support communications.
- Provide additional administrative support to TKO programs as needed.

### **Required Skills, Knowledge, and Abilities**

- Proficient in QuickBooks Online, Microsoft Excel, Microsoft Word and constituent relationship management systems. Minimum of 3 years QuickBooks experience preferred.
- Experience managing an annual budget versus actual process through a fiscal year.
- Experience with Bloomerang ideal, or experience in Salesforce/other CRM systems.
- Outstanding interpersonal and communication skills, both oral and written
- Highly organized and able to multitask, works well independently as well as with a team.
- A high level of individual initiative and creativity, plus an ability to work with limited supervision, within a small staff and a large pool of volunteer leaders.
- Attention to detail, high standards, and accuracy, especially error-free data entry and writing.
- A passion for protecting trails and an interest in connecting all people to the outdoor spaces of Oregon.

## APPLICATION PROCESS

Steps to apply, include the following in the Google Form link below:

- Resume - please include professional, educational and volunteer experience
- List of at least 3 references
- 1-Page Letter of Interest, please include the following:
  - TKO is dedicated to improving our diversity, equity and inclusion and needs staff, volunteers and supporters that recognize the importance of safe access to the outdoors. What do you appreciate about the role TKO plays in protecting and enhancing the outdoor experience? Why do you think people should give back to our organization?
  - Diligence to data and office administration is critical for a nonprofit to maintain strong business practices. Please share a success story to illustrate your experience in each of these three work areas: 1.) budget and expense tracking,, 2.) payroll processes and 3.) Constituent Relationship Management systems.
- Submit these items to the Google Form [HERE](#)

Timeline:

- February 25th - Job posted and review resumes, invite candidates to interview.
- Mid-March - First round of interviews, reference checks.
- Position begins when the best candidate is found, ideally no later than April 15th.

*Successful candidates must be willing to submit to a background & criminal history check. The purpose of this position description is to provide information reflecting current practices. This position description does not constitute nor create any contractual agreement, rights or obligations. This position description may be amended.*