



812 SW Washington, Ste. 225, Portland, OR 97205 | 503-525-8454 | www.nwjp.org

Northwest Workers' Justice Project Seeks a Bilingual Administrative Assistant

The Northwest Workers' Justice Project protects workplace dignity by supporting the efforts of low-wage, immigrant and contingent workers to improve wages and working conditions and to eliminate imbalances in power that lead to inequity. We offer high-quality, direct legal assistance to workers and their organizations; support organizing efforts; educate workers, their leaders and the public about workplace rights; advocate for better employment laws; and promote greater access to low-cost employment legal assistance. For more information about NWJP visit our website: www.nwjp.org.

Our office is in Portland, Oregon. We are currently transitioning back to working in the office, and would prefer that the successful candidate spend at least three days a week in the office. This is listed as a full-time, 40-hour a week position, but FTE is also negotiable.

Position description:

NWJP seeks a bilingual Administrative Assistant to support our work fighting for racial and economic justice for low-wage and immigrant workers and helping workers build power for systemic change. The Administrative Assistant will work in many aspects of our vibrant and collaborative non-profit organization. On-the-job training will be offered to the successful candidate who displays appropriate basic skills.

Duties may include:

- Providing office and staff support, including answering calls, managing mail, filing, monitoring faxes, preparing office for meetings, ordering supplies, and performing development/fundraising tasks;
- Helping onboard and orient volunteers;
- Supporting Program Administrator and Director in the creation and distribution of fundraising appeals and event promotions, including drafting and designing content;
- Maintaining NWJP's donor database and regular communications with donors;
- Working with staff in the creation and distribution of client information and Know-Your-Rights content in English and Spanish designed to empower low-wage and immigrant workers and support collective action;
- Contributing to the translation of documents (English/Spanish);
- Working to create external communications and events that have a consistent voice, look, and feel to build a NWJP brand identity and lift up core messages and calls to action.

The position requires the ability to work well with colleagues and a variety of external partners including donors, clients, attorneys, unions, civil and immigrants' rights organizations, and community and other advocacy groups.

The ideal candidate will possess a combination of the following skills and experience:

- Bicultural or cultural competence to interact with a wide range of allies and clients;
- Strong English-language skills and medium-to-high proficiency in spoken and written Spanish;
- Passion and proven commitment to social and worker justice as well as a desire to disrupt existing systems of oppression;
- Ability to work both independently and as a team player;
- Strong organizational skills, responsible follow-through and flexibility around reacting quickly to changing priorities;
- Ability to be detailed-oriented with excellent time management skills;
- Strong oral and written communication skills;
- Strong technology and computer skills, including Google Office/G-Suite tools, basic database management, and Mailchimp.

How to apply:

Review of applications will begin immediately and continue until the position is filled.

Please send a cover letter, resume, writing sample and a list of three references to Corinna Spencer-Scheurich, Director, at jobs@nwjp.org. Please include the posting you are applying for in the subject line.

NWJP strives to be an affirming, positive, diverse work environment and is an equal opportunity employer. We strongly encourage applicants who will contribute to our diversity and/or who come from our client communities to apply.

Salary:

Flexible FTE with .8 FTE or more preferred. Salary is commensurate with salary paid by Oregon legal services programs, which depends on experience. As an example, a successful, bilingual candidate with 0-5 years of experience working full time would expect to make \$43,100 to \$50,100 a year, but applicants with more experience are encouraged to apply and would be paid according to experience.

NWJP offers a medical, vision and dental plan that is covered 100% for employees and offers a small contribution to child coverage. After 2 years of employment, NWJP has a bonus plan currently amounting to 4% of all payroll and distributed to staff based on FTE; employees are encouraged to contribute bonuses to an IRA retirement plan. NWJP has a flexible work schedule, although this position will be asked to participate in meetings during regular office hours. NWJP provides paid vacation, sick days and holidays.