



Ronald McDonald Charities of Oregon & SW Washington (RMHC Oregon) is looking for a dedicated Executive Assistant that will provide administrative support and primary point of contact for internal and external stakeholders related to the work of the CEO and COO.

This is a regular, benefited, full-time, exempt position working Monday through Friday. Weekends and evenings will be occasionally required. This position reports to the CEO and will work from our South Waterfront House at 3410 SW Bond, but will be required to also be available at our East House at 2620 N. Commercial Avenue as needed.

About You:

- You want to inspire your community to give back through supporting the Executive Team at RMHC.
- You are a people person that is friendly and compassionate with a knack for helping everyone to feel welcome. You are happy to lend a listening ear while ensuring that our home-like environment is safe, calm and comfortable for all.
- You are organized, efficient, and an independent problem solver. You think on your feet and have the ability to adapt to a changing environment.
- You love being a part of and contributing to a high performing team
- You are reliable and always do what you say you are going to do!
- You have the ability to see the bigger picture and work with a team, or by yourself, to meet your goals.
- You are looking to work with our amazing Oregon team and for an organization that was voted on of Oregon's Top 100 nonprofits to work for in Oregon

About Us:

- Ronald McDonald House Charities of Oregon and SW Washington provides a "home away from home" for families with seriously ill children, and supports initiatives to improve pediatric health.
- Our independent statewide chapter is 35 years old and in 2020 will be operating four Ronald McDonald Houses where 79 pediatric patients and their families will stay for free and supported by specialized programs and care. For more information on our mission, history and programs, please visit www.RMHCOregon.org. We also partner with our key hospital partners to support an additional 49 adult patients and their families nightly.
- Join our passionate, fun-loving team as we strive together to provide a much-needed service to families from all over the world who come stay at our houses.
- We offer a competitive compensation and benefit package, including generous paid time off, flexible schedules, sabbatical program, paid time to volunteer in the community, and employer retirement contribution through an IRA.
- In 2019, we were voted the #5 in the Oregon Business Magazine's Top 100 nonprofits to work, having made this list for 11 years in a row.

Primary Duties and Responsibilities

- Completes a broad variety of administrative tasks for the CEO and COO including managing calendars, completing expense reports, composing and preparing correspondence that are often confidential, arranging travel plans, itineraries and agendas, and compiling documents for travel-related meetings.
- Communicates directly and on behalf of the CEO and COO with donors, board members and chapter staff.



- Researches, prioritizes, and follows up on issues and concerns addressed to CEO and COO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Schedules and staffs regular and ad hoc meetings, developing agendas, taking minutes and providing follow-up to assignments given to staff.
- Works closely and effectively with the CEO and COO to keep them well informed of upcoming commitments and responsibilities and provides appropriate follow-up when needed. Acts as a "barometer," having a sense for the issues taking place in the environment.
- Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects, some of which may have organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting letters, developing presentations, and other tasks that facilitate the leadership's ability to effectively lead. Prioritizes conflicting needs; handles issues expeditiously and proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Other duties as assigned.

Board Management

- Provide administrative support to the CEO for tasks related to the Board of Trustees
- Schedules and owns all Board meetings, Executive Committee, and Governance Committee meetings, including meal ordering, room set up, minute taking.
- Tracks and reports attendance for organizational reporting
- Establishes annual Board calendar and cadence.
- Manages Board policies, including annual requirements for conflict of interest and confidentiality statements.
- Business owner and operator of the Board Portal

Skills Required:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with staff, board members, external partners and donors.
- Exceptional written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response.
- Results-oriented professional who can set, pursue, and achieve goals; thrives in a fast-paced, growing organization.
- Ability to manage multiple projects and duties simultaneously, while paying careful attention to details and meeting deadlines.
- Enjoy grasping complex subjects and synthesizing them into compelling messages.
- Service-oriented and able to build productive professional relationships.
- A high degree of integrity and loyalty.



Education and Experience Requirements

- A passion for and commitment to the mission of RMHC
- Bachelor's degree or a combination of education and experience in lieu of a degree.
- 4 or more years of work experience in a professional office environment and in an Assistant role to senior leaders.
- Demonstrated computer proficiency is necessary including experience using MS office applications.
- Reliable, regular, and predictable attendance.
- Successful completion of a background check is required.

Supervisory Responsibilities:

May provide oversight of volunteers as needed.

Experience Required:

- 3+ years of increasing responsibility in volunteer recruitment & management
- Demonstrated ability to work as a part of a high-performing team
- Experience working with volunteers and teams to achieve objectives.
- Demonstrated ability to manage database software
- Proven leadership and problem-solving skills.
- Demonstrated ability to effectively manage multiple projects.

Work Environment:

Most work is conducted in a collaborative and dynamic office environment. Attendance at RMHC Oregon signature events may be required and such work may be indoors or outdoors, possibly in hot or wet weather. In conjunction with events, employee will be required to lift packages (up to approximately 40 pounds) and stand for long periods of time.

To apply, send a cover letter and resume to hr@rmhcoregon.org, attention: Eric Brown

The Ronald McDonald House Charities of Oregon and SW Washington is an Equal Opportunity Employer. We encourage all qualified individuals to apply for positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.