



Explore Washington Park

Explore Washington Park, Portland, OR ADMINISTRATIVE MANAGER

Title: Administrative Manager

Status: 20-24 hours/week, non-exempt

Reports to: Executive Director

Salary: \$30-32 per hour, depending on experience

Explore Washington Park is a 501(c)3 non-profit dedicated to connecting people with the culture, diversity, and wonder of nature in Washington Park, one of Portland's most treasured destinations. Our mission is to provide an accessible, inclusive, and cohesive experience for the over 3 million people who visit each year.

EWP programs include a free shuttle, traffic management and offsite parking services, visitor information services, and park planning.

POSITION OVERVIEW

The Administrative Manager plays an essential role in ensuring the smooth functioning of the office and the organization. We are looking for a motivated, organized, and detail-oriented person to join our small, collaborative team. Duties include financial management, office management, human resources, board and committee support, and staff support.

Hybrid role, with in-office attendance required on Mondays and at board meetings every other month.

DUTIES AND RESPONSIBILITIES

Financial Management – 30%

- Serve as primary liaison with contracted bookkeeper to manage and record accounts payable/ receivable, process payments and receipts, process checks, support analysis of monthly financial reports and preparation for the Board of Directors
- Support Executive Director with preparation of the budget and tax return
- Oversee interdepartmental budget tracking process and resources

- Develop materials for financial reviews and audits

Human Resource Support – 25%

- Manage the logistics of hiring, onboarding, and offboarding
- Administer and process bi-monthly payroll
- Manage staff benefit programs, including PTO, retirement, and health care.
- Manage personnel records

Office Management - 15%

- Manage office supplies, equipment maintenance, and vendor relationships
- Manage incoming mail and correspondence, including processing invoices, responding to inquiries, and escalating items as needed.
- Manage the organizational fileserver, accounts, passwords, and database
- Lead document retention and compliance tracking for the organization

Partner and Staff Support - 10%

- Support Board of Directors and committees, including meeting logistics, minutes and committee notes, and support the Executive Director with follow up
- Coordinate and support partner relations
- Support staff development

Executive Director Support - 10%

- Support with administration, including scheduling, note taking, and document management
- Support with research, creation of reports, and written materials
- Manage records for all contracts

Other

- Special projects and other administrative duties as assigned

Why Join Us?

Ware committed to creating an inclusive and welcoming environment for all. As a team, we work collaboratively to enhance visitor experiences while ensuring the protection of Washington Park's natural and cultural resources. If you are passionate about public service, outdoor spaces, and teamwork, we encourage you to apply!

How to Apply

Submit your resume and a brief cover letter explaining your interest in the position to hire@explore-washington-park.org with the subject line "Administrative Manager." Applications will be reviewed on a rolling basis until the position is filled. Explore Washington Park is an equal-opportunity employer. We celebrate diversity and are committed to fostering an inclusive workplace. Applicants must be authorized to work in the U.S.

