

OREGON HOUSE MAJORITY OFFICE – OFFICE MANAGER

The Oregon House Majority Office is seeking a full-time Office Manager

The Office Manager will work closely with the Chief of Staff and the Majority Leader’s Executive Assistant to ensure the House Majority Office runs smoothly and that caucus members and their staff have the administrative and operational resources to do their jobs well.

The ideal candidate will have a proven ability to effectively manage multiple projects in a fast-paced environment. They will be detail-oriented, able to handle sensitive information professionally, and committed to 100% follow through in a fast-paced environment.

About the House Majority Office

The primary objective of the House Majority Office is to help each House Democrat best serve their constituents. We provide communications and policy support, as well as technical assistance and logistical caucus management services. Our team is committed to investing in quality public education, fighting for the right to health care, combating climate change, building stronger and safer communities, strengthening our economy, ensuring government is responsible and effective, and seeking justice and equal rights for all.

Job Responsibilities

% of time spent	DUTIES
50%	<p>Office Management – Manage the day-to-day activities of a legislative office.</p> <ul style="list-style-type: none"> • Ensures that the legislator and all staff have hardware and software they need for their areas of work; • Ensures the office space is functional and we have the appropriate layout, furniture, and supplies; • Performs a variety of administrative duties tasks such as filing, typing and photocopying; • Helps House Democrats and their staff connect with facilities and other Capitol offices to ensure they have the furniture, supplies, and systems to do their best work; • Tracks relevant information and files Statement of Economic Interest for Majority Leader; • Assists Majority Leader and caucus members with a broad range of emergent needs; • Monitors website and requests changes that need to be made; • Sorts and distributes incoming mail; • Develops forms and reports as requested; • Maintains and processes of confidential documents and files;
20%	<p>Reception – Serve as a friendly “air traffic controller” for the office.</p> <ul style="list-style-type: none"> • Serves as primary contact for all incoming telephone lines and in-person visitors of the Majority Office; • Screens and routes calls to appropriate staff members or to other offices/agencies; • Takes messages for the legislator; refers calls as necessary; • Greets and directs visitors to appropriate destinations; • Takes information on referrals or complaints received by telephone or in person; • Notifies chief of staff and/or legislator about concerns or complaints.

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20%	Scheduling – Schedule caucus meetings, caucus events, and internal scheduling needs. <ul style="list-style-type: none">• Schedules and manages logistics for all caucus meetings;• Schedules staff meetings and other internal check-ins;• During the legislative session, assists with scheduling for the chief of staff, legislative director, and other Majority Office staff as needed.
10%	Event planning – Leads logistical planning for caucus events. <ul style="list-style-type: none">• Coordinates all meal planning for caucus events, including building a menu, ensuring all dietary needs are met, picking up food, and setting up meeting space.• Coordinates logistics for biannual off-site caucus retreat, in coordination with chief of staff.

Minimum Qualifications

- Bachelor’s degree in Public Administration or a related degree
Or
- 3 years of professional experience in an administrative position or other directly related experience.

Desirable Attributes

- A track record of building strong working relationships and managing multiple projects simultaneously in a fast-paced environment;
- Strong communication skills, both oral and written;
- Experience working as part of a team of professionals in a fast-paced environment;
- Experience working with elected officials and navigating a partisan environment;
- Multilingual skills a plus.

Salary

The salary range for this position is \$3973 to \$5853 per month. The salary level within this range will be determined by a pay equity review of education, experience and seniority.

Benefits

Benefits include a contribution toward the cost of health and dental insurance (95% or 99% depending on your plan selection); optional life and disability insurance programs; a paid retirement program for qualifying individuals; and paid vacation, holidays and sick leave.

How to Apply

Send a cover letter and resume to Lindsey O’Brien, chief of staff, at lindsey.obrien@oregonlegislature.gov.