

## **OPERATIONS MANAGER**

**FTE**

**\$45,000 - 50,000/year + benefits**

Are you passionate about addiction recovery? Do you get excited working with a spreadsheet? Are you a natural born multi-tasker? If so, the new position of Operations Manager for Oregon Recovers might have your name on it!

Oregon Recovers is looking to recruit a team player who wants to contribute to the addiction recovery movement in Oregon and play an instrumental role in coordinating the day-to-day and business operations of a small, ever evolving advocacy non-profit. **Specific responsibilities include but are not limited to:**

- Supporting the Operations Consultant to ensure monthly bookkeeping, benefits and payroll requirements are met.
- Provide support to the board of directors to maximize each director's participation in Oregon Recovers.
- Coordinate and support staff in day-to-day office operations and lending programmatic support as needed.
- Owning and organizing Oregon Recovers data so that staff may maximize engagement of supporters and stakeholders.
- Managing the schedule and workflow of the Executive Director.
- Coordinating graphic design needs.
- Event support and special projects as needed.

**While a broad spectrum of skills are applicable, there are a few that are key:**

- An understanding of addiction recovery and connection to some element of the recovery community.
- A strong technical aptitude and an enthusiastic ability to learn to use Google Drive, Office 365 products, WordPress, Neon, Constant Contact, Canva etc.
- A dedication to detail and a love of logistics.
- A demonstrated ability to work both as part of a team as well as work independently, meeting both short and long-term deadlines.
- Comfort with and enthusiasm for working with a breadth of individuals who represent many diverse communities across the state.

What experience is needed? Well, experience comes in many shapes and sizes. **Oregon Recovers is committed to elevating folks who have been impacted by addiction and hence may not have the perfect resume.** Raising children requires logistical skills and an ability to get stuff done. Navigating the health care and/or criminal justice systems successfully often

requires patience and hours of online sleuthing. Waiting tables requires an ability to work quickly, navigate personalities and prioritize decisions. It's all relevant experience.

The position will initially require working in the office (NE Portland) four days per week and from home on Fridays (optional). Hence, you will have to provide proof of current vaccinations from Covid if you are hired. That schedule could change and may ultimately require the Operations Coordinator to work full time within the office. That said, if you are in school or planning to go back to school, we can work to accommodate that schedule. By working directly with the Executive Director you will be exposed to all aspects of managing and expanding a non-profit.

The position is fulltime and pays \$45,000-\$50,000/year depending on experience. Health insurance or a health insurance stipend will be provided, your cell phone costs will be reimbursed, you will accrue 15 days of vacation per year (starting after a one-month probationary period) and all federal holidays are paid.

If you are formerly incarcerated, BIPOC, queer, or otherwise marginalized, you have invaluable lived experience which makes you uniquely qualified to work for Oregon Recovers and we encourage you to apply.

**How to Apply:**

Send a resume and cover letter explaining how your experience is relevant to the job to [admin@oregonrecovers.org](mailto:admin@oregonrecovers.org) with "Operations Manager Application" in the subject line.