



## **Blanchet House of Hospitality**

**Serving our housing & food insecure communities**

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### **Job Announcement: Office Assistant**

Starting Wage: \$26/hour

Part time - 20 hrs./week, days and times flexible (Tuesdays required)

On-site position with no remote work

Reports to: Office & Operations Manager

### **BLANCHET HOUSE IS:**

Founded in 1952, Blanchet House is a nonprofit social service agency whose mission is to feed, shelter, and aid those in need of compassionate, supportive restoration. In addition to serving three meals per day, six days a week at our downtown Portland location, Blanchet House shelters and assists homeless men in their transformation to self-sufficiency. We also operate Blanchet Farm, a 62-acre working farm in Yamhill County where men participate in 12-step/peer support recovery. Blanchet House of Hospitality takes pride in providing a safe, healthy, and respectful environment for everyone in our community.

### **OUR VALUES:**

**Hospitality** We welcome everyone into our home with kindness and compassion.

**Dignity** We respect the inherent value of everyone inside and outside our organization.

**Hope** We foster optimism and the belief that good things can happen when we work together.

**Integrity** We are honest, reliable, and trustworthy.

**Community** We build relationships and strive toward common goals.

**Authenticity** We honor everyone's right to be their unique self.

### **ABOUT THE ROLE:**

The Office Assistant supports the administrative work of the Business Manager and Office & Operations Manager, while also supporting department leadership with important administrative tasks.

### **OUR PROFESSIONAL COMMUNITY:**

Blanchet House staff members foster a professional community and contribute to the organization's wellbeing. Staff members take active roles in Blanchet House's community and culture in a variety of ways in addition to their essential responsibilities. They advance the Blanchet House Mission, our core values, and our commitment to be a house of hospitality.

Blanchet House staff members act with the highest degree of professionalism and integrity. They value compassion and respect for the dignity of others in their work; and they promote the safe, healthy, and friendly experiences of all Blanchet House community members. They respect and support appropriate personal and professional boundaries.



Blanchet House staff members develop and promote professional, collaborative, and collegial relationships to the benefit of one another, our organization, and the communities we serve. Staff members exhibit a growth mindset about professional goals and growth. They respect and work effectively with people from different cultures and with different perspectives and experiences. They learn from and build on diverse cultural and community perspectives and experiences. They are open to learning how unconscious bias may affect how we interact with individuals representing a variety of cultural, ethnic, language, and life experiences.

## **THE POSITION**

### **DAY-TO-DAY:**

- Answer phone calls, politely responding to inquiries or transferring calls to appropriate staff members.
- Assist with documentation, reporting, and other paperwork, which includes printing, scanning, copying, and filing.
- Assist with mail sorting, documentation and distribution, including scanning invoices and donations.
- Assist with AP processes, including creating purchase orders as needed, filing and archiving paid invoices, and preparing bills for payment.
- Unpack and put away supplies as orders arrive, keeping track of supply inventories.
- Scan, fold and mail donor acknowledgement letters in a timely manner.
- Provide support for bank deposits, including readying donations for deposit.
- Promote and protect the confidentiality, privacy, and security of donor information, Blanchet House financial accounts, and other organization data and digital systems, portals, and platforms.

### **BIG PICTURE OPERATIONS:**

- Role model positive community standards and uphold Blanchet House core values.
- Interact with residents in ways that are trauma-informed, positive and uplifting, and with sensitivity to their lived experience. This includes when interactions involve disagreements, conflicts, or violations of Blanchet House policy, rules, or expectations.
- Respect confidentiality at all times (confidentiality should be tempered with sensitivity to the well-being and safety of other residents, Blanchet House staff and volunteers, and the organization).
- Be knowledgeable of Blanchet House emergency procedures and how to respond in the event of a crisis or emergency, including a medical emergency.
- Participate in Blanchet House's culture and community and the day-to-day services of the organization.
- Demonstrate understanding as to how your responsibilities support and impact colleagues and the organization as a whole; take direction effectively; seek consensus with colleagues.
- Help to maintain Blanchet House policies, procedures, and expectations.
- Attend staff meetings and training, which may occur outside regular hours. This time is compensated and overtime eligible.

### **QUALIFICATIONS:**



In addition to any required experience or training, Blanchet House will consider relevant work experience, volunteering, education and training, and transferable skills.

- Proficient with Microsoft Office programs including Teams, Outlook, Calendar and Excel. Comfort with virtual meeting platforms and learning new technology.
- Successful experience working in a professional office environment, especially one that is very active and often full of distractions.
- Able to effectively use an office phone system, including placing calls on hold and transferring calls to another extension.
- Able to effectively use a printer/scanner/copy machine.
- Able to effectively contribute to a professional environment and work with the highest regard for confidentiality and appropriate professional boundaries.
- Able to work with minimal supervision with considerable latitude for independent judgment and actions in day to day operations.

#### **YOUR STRENGTHS:**

- Able to work with, direct, and serve others experiencing complex issues with compassion and respect for their inherent dignity.
- Able to work effectively in a trauma-informed environment and with individuals in a recovery and self-improvement program.
- Cultural competence - to understand and value clients' unique perspectives, experiences, and histories.
- Exceptional listening and coping skills.
- Flexible and collaborative with an ability to reach consensus and respect differing points of view.
- Able to exercise sound independent judgment and initiate/complete tasks with minimal supervision.
- Appreciation for how your responsibilities support and affect your colleagues' work and the organization.
- Organization and time management - to prioritize and work on multiple projects to completion.
- Able to solve problems and navigate challenges successfully.
- Excellent attention to detail and the need for accuracy and conscientiousness in your work.
- Strong sense of responsibility, commitment, and follow through. You are dependable.
- Capable of keeping sensitive, personal, and confidential information private.
- Willing to learn new things and keep an open mind.

#### **OUR BENEFITS:**

Eligible benefits include: health/dental/vision coverage for the employee (Blanchet House contributes 60% of premium); Canopy Employee Assistance Program (incl. household members); Simple IRA program with employer match; cell phone stipend; a work anniversary bonus; enhanced holiday pay when working on-site; free parking and meals on-site in Old Town; and a generous Paid Time Off/Paid Holiday benefit (>5 weeks in Year 1).

#### **OUR ENVIRONMENT:**

Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. Blanchet House also serves a diverse community, and we serve regardless of



an individual's race, ethnicity, religious/faith, gender, sexual orientation, or gender identity. Employees must be willing and able to safely and successfully work in this environment and with marginalized, vulnerable community members.

**INTENTIONAL EQUITY:**

Blanchet House is committed to advancing equity and justice in our organization and in our community. This commitment inspires the Blanchet House staff to:

- Be intentional in our work toward equity and inclusion.
- Work toward a deeper understanding of the historical, systemic, and contemporary structures and actions of racism and other forms of discrimination, prejudice, and bias.
- Achieve a great understanding of and work toward correcting our own implicit biases.
- Continually identify inequities, eliminate barriers, and innovate our practices to better serve each other's experiences and needs.
- Staying engaged in the pursuit of equity and consistently seeking to repair and improve our understanding, practices, and services where we fall short.

**PHYSICAL DEMANDS:**

Physical requirements are consistent with physical duties of general office staff.

Background check, drug screen, and proof of authorization to work in the U.S. required prior to hire.

**Interested applicants should send a cover letter and resume to [careers@blanchethouse.org](mailto:careers@blanchethouse.org).**

No phone calls please.

*Blanchet House of Hospitality is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy), national origin, disability, age, gender identification, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms Blanchet House of Hospitality's commitment to the principles of fair employment and the elimination of all discriminatory practices.*

Job descriptions are a summary of a position's duties and responsibilities. They are descriptive in nature and do not necessarily define every function of a position.