

**Office Administrator & Communications Asst.**  
**The Roundhouse Foundation, Pine Meadow Ranch Center for Arts & Agriculture**

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**Title:** Office Administrator, Communications Assistant

**Status:** Full-time, non-exempt

**Hours:** 40 hrs/week; generally Monday-Friday 8:30am - 5:00pm; occasional nights and weekends may be required.

**Reports to:** Grants Manager/Office Coordinator

**About the Roundhouse Foundation & Pine Meadow Ranch Center for Arts & Agriculture**

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education. The Foundation's vision is to create a positive impact through collaboration in communities by encouraging creative problem solving, supporting innovative programming, and stimulating the economy. Roundhouse Foundation employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

Pine Meadow Ranch Center for the Arts & Agriculture, a program of The Roundhouse Foundation, is a 260-acre working ranch serving as a learning lab for conservation, regenerative agricultural practices and creatively supporting economic development in a rural community. PMRCAA also hosts a seasonal artist in residence program. The vision of the PMRCAA is to improve the well-being of people and place through the arts, stewardship, and sustainable agriculture, with the goal of preserving the land, views, and other assets of the historic ranch for years to come.

**Position Overview**

The Roundhouse Foundation is currently seeking an Office Administrator and Communications Assistant staff member. This position provides programmatic and administrative support to the Foundation's work. This position will report to the Grants Manager/Office Coordinator and will work cooperatively with the Pine Meadow Ranch Center for the Arts & Agriculture (PMRCAA) staff, as well as with all other Foundation staff.

This position will provide support to the Roundhouse Foundation staff and its programs. They serve as the on-site contact person for visitors and guests to PMRCAA and will ensure that the phone and general Foundation email are answered regularly and in a respectful and clear manner. The selected candidate will also work effectively across multiple teams and have excellent organizational skills, as well as the ability to multi-task with a 'can-do' attitude.

This position will maintain the organization's calendar. They will be responsible for coordinating regular onsite work including housekeeping and other activities. They will serve as a hospitality specialist for onsite meetings and events. In addition, this position will assist with maintaining the organization's website and electronic newsletter and social media as directed by the Office Coordinator.

In addition, this position will assist with Communications from the Foundation and Pine Meadow Ranch Center for Arts & Agriculture, including but not limited to Social Media accounts, online newsletters, flyers, and other items.

The position is based in Sisters, Oregon.

### **Essential Functions**

- Serve as the organization's office administrator by answering the Foundation phone with clear and direct communication, taking accurate messages for appropriate staff members and trustees.
- Support and learn the grantmaking and artist-in-residency application process in order to maximize their understanding of the Foundation and the grantmaking process.
- Attend regular meetings and collaborate on special projects and other related functions.
- Ensure the website is up to date with all needed information.
- Assist in managing/producing content for the organization's social media, newsletters, and other communications.
- Checking the general mailbox for RHF and answering all inquiries in a timely manner.
- Partner with other staff members on tasks that concern the broad agenda of the Foundation's work in order to ensure that decisions are made with diverse input to benefit the common good.
- Coordinate staff meetings and take minutes at various Foundation meetings and post to appropriate locations pending approval.
- Assist with maintaining the records of Foundation.
- Coordinate property schedule with other staff members.
- Help support and provide a positive office environment for all staff and visitors.
- Maintain a clean and tidy office space, coordinate and schedule property cleaning services.
- Assist in ensuring office supplies and pantry are well-stocked and order meals for meetings as necessary.
- Provide event assistance and coordination to Pine Meadow Ranch and Foundation staff, including some after hour and weekend work.
- Occasional other duties on behalf of The Roundhouse Foundation as assigned.

### **Minimum qualifications**

*A successful candidate will demonstrate a minimum of 1-3 years of experience in each of the functional areas listed above. Additionally, they will embody the following personality traits and personal profile:*

- Experience in an office environment.
- High-level proficiency in Microsoft Office programs; Google Suite.
- Exceptional organization skills and accurate attention to detail, including the ability to prioritize work effectively and manage multiple, time-sensitive projects.
- Exceptional interpersonal and relationship-building skills; with a cooperative attitude and ability to provide excellent customer service.
- Excellent communication skills, both verbal and written.
- Basic understanding of social media management.
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- Ability to work independently and be self-motivated, as well as the ability to function as part of a team.
- A critical thinker, natural networker with problem solving skills and an inquisitive nature.

- Personal qualities of honesty, transparency, integrity, credibility, and a commitment to and passion for Roundhouse Foundation's mission and vision.
- Ability to reach out as a representative of Roundhouse Foundation.
- Interest in or lived rural experience

**Desired qualifications**

- Relationships with nonprofits in rural Oregon.
- Multi-lingual; Spanish is preferred.

**Compensation**

This is a non-exempt employee position. Competitive pay \$36,000 - \$48,000/annually commensurate with experience. Roundhouse Foundation provides group health insurance coverage (medical, dental, vision) for eligible employees working an average of at least 30 hours per week, subject to the terms of the health insurance plan.

**Background check**

Employment is contingent upon successful completion of a pre-employment drug screen, background and driving record check.

**Drug testing**

All employees may be subject to reasonable suspicion drug and alcohol testing.

**Nondiscrimination statement**

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.