About New Buildings Institute

New Buildings Institute (NBI) is at the forefront of a wide range of national and regional policy, program, and technical initiatives focusing on high performance residential, commercial, and multifamily buildings that drive energy and carbon reduction. Widely respected in the industry for its leading-edge thinking on improving building energy performance, NBI is a nonprofit, mission-driven organization committed to making a difference. We work with national, regional, state, and local NGO’s, agencies, utility groups, and companies to promote improved energy performance in policies and practices. Projects include building research, design guidelines, carbon policies, field validation support, and advanced code activities focused on making buildings better for people and the environment.

About This Position

NBI is currently seeking a part-time Office Manager to provide a combination of on-site and remote administrative support to our organization and its leadership team. The position requires strong administrative experience in meeting scheduling, task prioritization, and other duties of a traditional Office Manager role, while working in our modern hybrid environment. The Office Manager will work in NBI’s downtown office in Portland, OR, generally two days per week and work remote the remaining two days (flexible scheduling is available).

In addition to a modern Office Manager role, the successful candidate must exhibit strong executive leadership support skills to assist our team of Directors and Officers in accomplishing the mission of our nonprofit organization. The Office Manager will assist these leaders in scheduling meetings, responding to communications, tracking task and project needs, scheduling travel and events, and assisting with other administrative duties.

We seek someone who is enthusiastic, positive, dependable, people-oriented, adaptable and flexible, and light-hearted with strong organizational and communication skills to support our growing operations and staff.

Job Duties & Responsibilities

Office Management

- When in the office, manage NBI’s physical office space and provide a consistent and cheerful presence to staff and guests.
- When working remotely, leverage our technology resources and other tools to help maintain a close team culture amongst our remote employees.
- Collect and process mail and check deposits, with support from Finance & Accounting Team.
- Manage our virtual phone system by administering extensions and directing voicemail messages as needed.
• Support staff in scheduling and tracking meetings, events, and time-off requests.
• Maintain our physical storage unit that contains archived files and records that need to be accessed a few times per year.
• Serve as the primary point of contact for our office’s landlord and other organizations working in our building.
• Serve as the primary point of contact for vendors and partners that we have in-person meetings and work activities with, such as our IT vendor.
• Support the management of our physical resources such as computers, cell phones, and other office supplies and resources.
• Support the new hire onboarding process by helping staff obtain the resources and information they need to be successful.
• Perform data entry on an as needed basis for our CRM database, accounting system, marketing contact lists, and other critical resources.
• Support the processing of transactions, approvals, and payments related to business insurances and other contractual relationships.
• Keep our office’s staff desk spaces, conference rooms, and shared kitchen tidy (a daily cleaning service is provided at the office).
• Assist with meetings/events, including arranging for catering, event setup/cleanup.
• Scan and file documents as needed, print reports and collateral as needed, and ship documents and resources as needed.
• Arrange and organize catering and vendor services during office and meeting events.

**Light Accounting**

• Serve as a backup to Finance & Accounting Team members with customer invoicing, vendor bill payment, payroll, and other light accounting activities.

**Executive Assistance**

• Provide priority administrative support to the CEO, Officers, and Directors by assisting in email management, meeting and travel scheduling, tracking tasks and projects, communications, and other duties.
• Leverage tools in our Microsoft Teams and IT platform that save time and improve efficiencies through the routing of requests for approvals, reviews, and comments.

**Candidate Qualifications**

**Required**

• Minimum of five years of experience in office management and/or executive assistance.
• High proficiency with MS Office Suite (Outlook, Word, Excel), SharePoint, and Teams.
• Experience with office equipment, IT support, and phone systems.
• Excellent written, interpersonal, and verbal communication skills.
Job Description
Office Manager
5/23/2023

• Self-motivated with a strong work ethic and desire to exceed objectives.
• Highly organized with acute attention to accuracy and detail.
• Possess strong flexibility and ability to shift priorities when necessary.
• Proven ability to effectively manage multiple assignments simultaneously, work with a wide variety of constituents and meet deadlines.
• Good sense of humor and a collaborative work spirit.
• Approach to work that is positive, solution-oriented, optimistic, and enthusiastic.
• Eagerness to serve the public interest.

Desired
• Interest in nonprofit work with a focus on building decarbonization, green buildings, and energy-efficiency practices.
• Experience with QuickBooks Online and CRM systems.

Reporting Structure
This position reports to the Director of Core Mission Support and will provide support to all Directors and Officers in the organization.

Compensation and Benefits
This position is a part-time, exempt position, for 32 hours per week. NBI’s office is in downtown Portland, Oregon. Qualified candidates must live in the Portland-metro area in order to work on-site at least two days per week.

Additionally, NBI offers the following for this position:
• Base salary range: $50,000.00 - $70,000.00 (commensurate with experience) pro-rated at 32 hours per week.
• Insurance benefits (100% of employee only premiums paid by NBI; new hires are eligible the first of the month after 30 days of employment): Medical, vision and dental insurance, Life insurance, AD&D insurance, Long Term Disability insurance.
• 160 hours of accrued Paid Time Off (combined vacation and sick for a full year) pro-rated at 32 hours per week.
• 11 paid holidays.
• Additional optional benefits available the first of the month after 30 days of employment include: Flexible Spending Accounts (healthcare & dependent care); Health Savings Account; Accident insurance; Cancer insurance; Critical Illness insurance; Short Term Disability insurance; Term & Whole Life insurance; Identity Theft insurance; Pet insurance.
• 401(k) with company and safe-harbor match available the first of the month after three months of employment.
• A dynamic, collaborative, and exciting place to work full of passionate and dedicated people all working towards our collective mission!

NBI is an equal opportunity employer and is committed to a policy of nondiscrimination
on the basis of race, color, religion, national origin, gender, gender expression, age, marital status, sexual orientation, military status and disability in all of our work and activities, including hiring practices. We believe in a positive work/life balance and are committed to our employees’ health and well-being. NBI is also committed to championing diversity, equity, and inclusion across all areas of our organization, and have enacted hiring practices to support this commitment.

We understand that your career search may look different than others. Our hiring team wants to make sure that this would be a fit not just for us, but for you long-term. If you are actively looking or starting to explore new opportunities, send us your application! Don’t meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single requirement. At New Buildings Institute, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you’re excited about this role but your experience doesn’t align perfectly with every single qualification in the job description, we encourage you to apply anyways.

To Apply
Email a cover letter, resume, and salary requirements to Careers@NewBuildings.org. Please write “Office Manager” in the subject line. Reference and background checks are performed prior to employment.

For more about New Buildings Institute, visit www.NewBuildings.org.

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