



Iron Tribe Network Executive Assistant will work at the ITN main office in Gladstone. Working alongside the Executive Director and Deputy Director to provide office support.

Job Title: Executive Assistant

Date: 3/11/2025

Job Description: The Executive Assistant to the Executive Director plays a crucial role in ensuring the smooth operation of the organization by providing comprehensive administrative support to the Executive Director. This position is essential for managing key operational tasks, supporting human resources functions, and contributing significantly to the overall success of the organization's initiatives. A strong focus on human resources is required, as the Executive Assistant will handle payroll, invoicing, onboarding new employees, and creating systems to track and maintain employee training compliance.

Personal Attributes

Applicant must demonstrate the following personal attributes:

- Honesty and Trustworthiness: Maintain integrity and build trust within the team and with stakeholders.
- Respectfulness: Treat all individuals with respect and consideration, valuing diverse perspectives.
- Cultural Awareness and Sensitivity: Understand and respect cultural differences, promoting an inclusive work environment.
- Flexibility: Adapt to changing circumstances and handle multiple tasks efficiently.
- Sound Work Ethics: Demonstrate a strong commitment to ethical practices and professional standards
- Objective and Strength-Based Approach: Approach each situation with an objective mindset, focusing on strengths and positive outcomes.
- Trauma-Informed: Be aware of and sensitive to the impact of trauma on individuals, ensuring a supportive and empathetic approach.
- Sobriety in accordance with Certified Recovery Mentor (CRM) credentials, ability to acquire CRM credentials. Experience in the addiction and recovery process required

Position Type: Full time 40 hrs a week

Work Hours: Monday -Friday 7-4

Duties & Responsibilities:

- Prepare the payroll for the Executive Director to review to ensure timely and accurate processing of employee payments.
- Prepare monthly invoices for the Executive Director to review
- Work with data reporting platforms and track data collection for reporting purposes.
- Assist in onboarding new employees and ensuring training compliance.
- Create and maintain systems to track employee training and development.
- Track and submit tax exemptions.
- Assist in annual financial audits.
- Track and submit required HR reports to ensure timely and accurate reporting

Requirements:

- Ability to work effectively with individuals of diverse backgrounds.
- Ability to communicate clearly and effectively in writing and orally.
- Applicants must be able to use Microsoft 365, Word, Excel.
- Experience in payroll management and invoicing.
- Attention to detail.
- Experience in onboarding new employees and managing training programs.
- knowledge of standard office administrative practices and procedures
- Applicants must have the ability to remain objective.
- Applicants must have valid drivers' license and be able to provide proof of insurance.

Additional Eligibility Requirements:

- Not on state or federal supervision
- If in recovery, able to demonstrate at least two years of continuous sobriety, in accordance with Certified Recovery Mentor (CRM).
- A reliable vehicle, active driver's license, current insurance, and the ability to pass our insurer's driving standards.
- physically able to drive safely.

Essential Job Functions:

- **Team Building:** Ability to foster a collaborative and supportive work environment.
- **Analytical and Problem-Solving Skills:** Essential for identifying and resolving operational and HR issues efficiently.
- **Decision Making Skills:** Ability to make informed decisions that positively impact the organization.
- **Effective Verbal and Listening Communication Skills:** Crucial for clear and concise communication with team members and stakeholders.
- **Computer Skills:** Proficiency in Microsoft 365, Excel, Word, and accounting software such as QuickBooks.
- **Stress Management Skills:** Ability to manage stress effectively in a fast-paced work environment.
- **Time Management Skills:** Excellent organizational skills to prioritize tasks and meet deadlines.

- Attention to detail and accuracy

Work Environment:

- **Climbing:** Stairs at all locations, climbing expected
- **Lift/Carry:** Occasionally, 1-20 lbs.; files, paperwork, supplies. Seldom, up to 35 lbs.; boxes of records
- **Push/Pull:** Occasionally, using both arms/hands, required force of 5-20 lbs.; opening doors/file drawers.
- **Hands/arms:** Constant use of both hands/arms while cleaning, writing instructions, filing, typing.

Employment Status:	Full Time	Employment Type:	Employee
Wage:	\$25 per hour DOE	Benefits:	Paid Medical/vision/PTO/401k/FSA Card-after 60 days
Reporting Supervisor	Shawn Bower	Manages Others:	No
Training Provided: HIPAA, Ethics, Child Welfare Process, Weekly webinars, other as arranged			
Please Send Resume and Cover letter to:			
Name:	Attn: Shawn Bower	Email:	Careers@irontribenetwork.org
Address:	17763 SE 82nd Dr. #A	Web Address:	https://www.irontribenetwork.org
City:	Gladstone, OR	Zip/Postal Code:	97027
Phone:	(503) 431-9182	Other:	
Number of Vacancies:	1		

The above statements are intended to describe the general nature and level of work being performed by the staff member of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for this position.