



STRATEGIC

PREVENTION SOLUTIONS

Office Administrator

Description of Position

Strategic Prevention Solutions (SPS) is hiring a part-time staff position to assist with a variety of administrative tasks. We are a small national research and training firm that specializes in working with communities, states, tribes, and national entities to address and prevent social and health problems. SPS is dedicated to providing community-centered, high-quality evaluation, organizational and community planning, consultation, and training. You will be joining a team of hard working, dedicated staff and consultants who are mostly located in the western region of the U.S., and we are looking to hire someone in the western region. We strive to create flexible, welcoming, safe working conditions and value workplace wellness. Our staff work collaboratively and you will have access to shadow and learn from our team.

SPS is seeking a collaborative team member to support administrative duties – a self-starter with excellent verbal and written communication skills who can help support a welcoming space, manage scheduling and logistics, and support team connection. The position will be responsible for managing a variety of project support tasks, including, but not limited to:

- Virtual office coordination
- Staff communications and coordination (including directing calls and email inquiries, preparing meeting space, sending reminders , etc.)
- Project administrative management (e.g., scheduling support and booking meetings, note taking, deliverable tracking)
- Human resources, including staff onboarding
- Proposal preparation and support (editing, CV preparation)
- Software and hardware management (phone system, website, support financial administrative needs such as making payments, set-up, etc.)
- Product ordering and order fulfillment
- Company retreat planning

Position works in partnership with the Operations Manager, and in conjunction with the Executive Leadership Team.

We are a growing, innovative company, and are excited to hire someone who would like to help us realize our potential. This position is a satellite position, meaning that you will work remotely. You must be comfortable with using distance communication tools (e.g., Zoom, webcams, online project management platforms, etc).

Required Skills and Qualifications

- Strong interest in providing high quality administrative support to a team and a commitment to a relationship-based approach
- Ability to project welcoming and helpful approach to staff, contractors, and clients
- Excellent time management skills, task prioritization, and results-oriented work process
- Ability to work well under pressure and manage changes in priorities, delays, and unexpected events
- Excellent communication skills in oral and written formats, including writing, reading and editing skills
- Skilled user of MS Office (Word, Excel, PowerPoint)
- Excellent comfort and experience with using online training and meeting tools, such as Zoom, GoToMeeting, iLinc, Basecamp project management, etc.
- Self-starter, independent worker, team player
- Ability to work from home or identified office space

Preferred Experience: This is a remote position and all candidates are welcome to apply. Preference given to candidates who have experience living and/or working among Spanish-speaking and/or Native American/Alaska Native populations, or who are fluent in Spanish. SPS is especially interested in candidates who live in Alaska or California as we have office locations there.

Salary: This is a .50 FTE part-time employee position (20 hours per week). The wage for this position is negotiable commensurate with skills and experience. The pay range is \$23 – \$28 per hour. SPS maintains a generous benefit package for all employees working at least .75 FTE, including a company-funded SEP-IRA, Health Savings Account, PTO, and flextime.

If interested, please email cover letter, resume, and contact information to: rachel@spsconnect.com Attention: Rachel Wintz

Please visit us at www.strategicpreventionsolutions.com to learn more about us.

SPS is an equal opportunity employer and does not discriminate in hiring or employment based upon race, color, religion, national origin, sex, sexual orientation, gender identity, age, marital status, ability, or any other reason not related to employment. All successful applicants will be required to show proof of legal right to accept employment in the US.