



Receptionist and Office & Programs Support

Who We Are:

JoyRx Heals All.

At Children's Cancer Association (CCA), we believe Joy is an unlimited resource and undeniable right. We champion purple, but know Joy heals young patients of all colors, no matter what language they speak, where they hail from, or live—ensuring all have equal access to no-cost, Joy-based programming.

We champion our team of unique individuals to feel empowered and bring their full, authentic selves to the workplace, regardless of how one identifies.

At CCA, we know it takes more than medicine to treat cancer and serious illness. When a child is facing life's most challenging moments, it's not enough to try to fix their body—we must also help them heal emotionally.

For over 25 years, CCA has delivered programs to help young patients find their Joy. JoyRx® programs feature music, mentorship, and nature to help create moments for seriously ill kids to positively shift their mood to relieve the sadness, anxiety, and isolation experienced during lengthy treatments and hospitalizations—transforming their pediatric healthcare experience.

Who you are:

You are a highly detailed, organized, and experienced person who thrives in a fast-paced and dynamic environment to provide a wide variety of administrative support for, the organizational workplace and program operations, including serving as the primary receptionist that welcomes, greets and directs visitors to the office.

You are nimble and flexible, easily able to adjust to changes. You are skilled at establishing professional relationships and alliances with staff, the leadership team and other executive assistant/support staff. You utilize strong skills and motivation to help the organizational workspace and Programs team to stay focused and accomplish priorities in a fast paced and dynamic environment.

Essential Functions

- Provide a wide variety of administrative support for organization and Programs team and serve as the backup for the other Executive Assistants.
- Coordinate various program and workplace initiatives, including keeping the office space running smoothly.
- Assist with managing and scheduling conference room calendars and zoom meetings.
- Welcome guests at the front desk; respond, direct, and process general mail, phone, and email inquiries.
- Professionally interface with community members by responding to emails, phone calls, and other inquiries that do not require executive involvement.
- Research, compile, integrate, and prepare communications for reports and presentations.
- Assist with the organization and coordination of all aspects of executive and leadership meetings, including Board of Director Meetings, and assist with other events, as needed.
- Responsible for storing, organizing, and ordering program and office supplies, materials and equipment.
- Responsible for general cleanliness and organization of the office, including cleaning up and straightening up conference rooms after meetings.

Education & Experience

- A minimum of four years of administrative support experience. Bachelor's degree or combination of education and experience
- Non-profit experience a plus

The Children's Cancer Association will consider work, volunteer, academic, and life experience as we evaluate candidates for the skills needed to be successful in this position.

Skills

Any skills gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills in your application and clearly explain how they apply to this position.

- Demonstrated ability to consistently handle confidential information.
- Approach responsibilities with a general understanding of business administration, finance, risk management and program operations.
- Demonstrated ability to establish professional relationships and alliances with the leadership team and other executive assistants.
- Able to ensure a high level of trust with sensitive and confidential information.
- Strong skills and affinity for using a variety of technology and tools to effectively get work done to meet deadlines with a professional working knowledge of Outlook, Excel, and PowerPoint.
- Excellent organizational, writing, presentation, and active communication skills.
- Focused, problem solver, reliable and able to meet deadlines.
- You can anticipate the needs around you and how best to support the organization and the Programs team.
- You know how to take and give honest constructive feedback.

Competencies

- **Business Acumen:** Approaches and solves problems with business mindset
- **Active Communication:** Compose informative and influential documents. Use the branded language to communicate intent with speed and accuracy.
- **Energy:** Exhibit stamina and endurance to handle substantial workload. Able to maintain a fast pace.
- **Adaptability:** Adapt quickly and respond positively to change. Be flexible and open to new ideas.
- **Planning & Organization:** Plan and organize for efficiency and use of resources.
- **Initiative:** Have a bias for action, be proactive not reactive, provide unsolicited input.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without a reasonable accommodation.

Due to the nature of CCA's work with immunocompromised children, it is our responsibility to take every precaution possible to protect the health and safety of the children and families we serve. All CCA employees, regardless of work location, are required to receive COVID-19 vaccinations as recommended by the CDC, including any recommended boosters, unless a reasonable accommodation is approved.

Frequently operates a computer and other office equipment, such as a calculator, copy machine, and computer printer. This position requires the ability to perform basic math and speak, hear, write, and read English; occasionally and/or move up to 10 pounds.

Position Type/Expected Hours of Work

This is a full-time (40 hours/week) non-exempt position. Some flexibility in hours is allowed; days and hours of work are generally Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. May require occasional nights and weekend work.

Compensation:

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, casual work environment and an inclusive culture. No matter the role, every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Pay rate starts at \$23.00/hour with generous benefits, including:

- Medical, vision, dental and alternative care benefits;
- PTO & nine paid holidays;
- Voluntary short- and long-term disability;
- Flexible spending plan;
- 401(k) with 3.5% CCA match;
- Paid four-week sabbatical after eight years of service;

Application Guidelines:

Complete the [application](#) through our application portal and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role
2. Provide salary expectations

General Information:

The position is based in Portland, Oregon. The position will be open until filled. CCA is an Equal Opportunity Employer committed to maintaining a non-discriminatory and dynamic work environment that values diversity and inclusion, respect and integrity, stakeholder focus, and innovation. AA/EOE/VETS/Disabled.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time with or without notice.