



Job Description

Campus Advocate, La Pine Community Campus

Deschutes Children's Foundation - Reports to the Operations Director

The Deschutes Children's Foundation's mission is to provide the space and support where nonprofits succeed at helping children and families. The Campus Advocate is the helpful and welcoming contact who carries out the mission as the on-site representative at the La Pine Community Campus. The position is part-time, 30 hours/week, M-F 8am – 2:30pm. Generous benefits include paid vacation/sick leave, dental insurance, and a simple retirement plan. Compensation range is \$18-20 an hour, based on experience.

A. Campus/Facility Support

1. Organizes and facilitates campus functions that foster positive interactions and collaboration with and between Partner staff.
2. Greets and directs public on the phone and in person at a busy campus.
3. Tracks, reports, and oversees building and grounds maintenance with various vendors or volunteers ensuring that deadlines for projects are met and annual services are done.
4. Leads facility orientations for new Partner staff and tracks key check out as well as being available to their staff and clients when facility needs, and questions arise.
5. Manages the calendar and schedules meeting room use as well as writing contracts for said use.
6. Organizes and leads Partner staff meetings quarterly.
7. Oversees the reception areas of the facility and any postings of materials for appropriateness.
8. Performs minor repairs and maintenance when possible. Makes recommendations to OD for professional services when necessary.
9. Responsible for campus partner communications regarding updates and annual statistics and survey.
10. Utilizes positive and professional communication with vendors, partners, and community members.

B. Office Support

1. Inventories and orders supplies for office and campus.
2. Creates and tracks end of month reports for the OD.
3. Manages and organizes facility documents.
4. Maintains accurate list of partner emails and contact information.

C. General

1. Maintains contact with and keeps OD informed of Campus activities and events and supports them as needed. Performs certain business/research tasks as requested by OD.
2. Develops and maintains a working knowledge of the Foundation and its mission and carries forward that mission.
3. Represents the Foundation in the community in a positive and professional manner.
4. Supports Foundation fundraising events and efforts as needed.
5. Manages and tracks petty cash.
6. Manages, checks out and tracks building keys for Partner staff and vendors.

D. Physical and Other Requirements

1. Ability to maintain strong and productive working relationships.
2. Lifting of up to 30 lbs; frequent keyboarding and sitting.
3. Ability to successfully use DCF computer programs, including Outlook, Word, Excel, and Internet.
4. Other duties as assigned.

This job description is not all inclusive and is subject to change. Additional duties and tasks may be assigned, as necessary. Employment remains at will at all times. To apply, please send a cover letter, resume, and three professional references to ciaran@deschuteschildrensfoundation.org. No phone calls please.