



JAMES F. AND MARION L.
MILLER
FOUNDATION

JOB DESCRIPTION: EXECUTIVE ASSISTANT

Reports to: Executive Director

FLSA Classification: Salaried / Nonexempt

Full-time Equivalent: .8 FTE (32 hours/week, Monday-Thursday)

Location: 1905 SE 10th Ave., Portland, Oregon

Office Time: 75% of time required in office (subject to business needs)

Last Revised: April 7, 2026

Position Overview

The Executive Assistant ensures the smooth functioning of the administration and supports the Executive Director's ability to effectively lead the organization. Responsibilities include working with the Executive Director to provide administrative support for office operations, meetings, and the work of staff and board members. This position is part of a highly collaborative team that values learning, curiosity, flexibility, and mirroring the foundation's trust-based model of philanthropy in the way in which the team operates internally.

Primary Responsibilities

Administrative Support of the Executive Director

- Serve as the primary point of contact for internal and external constituents on all matters pertaining to the Executive Director, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect the Executive Director's style and organization policy.
- Support the Executive Director in preparing for meetings, including coordinating schedules and creating and distributing meeting materials.
- Provide sophisticated calendar management for the Executive Director. Prioritize inquiries and requests and troubleshoot conflicts. Provide background and meeting materials to the Executive Director in a timely manner.
- Conduct and coordinate background research and analysis as needed.
- Handle travel arrangements, including registration for conferences, hotel accommodations, air travel, transportation, etc.
- Assist with preparation for speaking engagements or presentations internally and externally.
- Generate and track correspondence on behalf of the Executive Director; provide prompts for the Executive Director to follow up, as needed.
- Maintain contact lists.

Management of Office Operations

- Manage meeting logistics for the office, including scheduling, calendar invites, video links, attendance tracking, meeting packets, communications, venue reservation and set-up, meals, audio-visual set-up, and follow-up.
- Take notes for all-staff meetings and other meetings as requested by the Executive Director.
- Follow up on tasks to keep work moving.
- Create, edit, and maintain meeting materials and presentations for all-staff meetings.
- Coordinate hybrid meeting technology (conference room AV, teleconferencing, etc.).
- Serve as a resource for organizational policies, procedures, guidelines, and practices.
- Create or improve upon systems and processes for ongoing and regularly occurring activities and tasks.
- Develop and foster relationships with external partners' executive support staff.
- Maintain office files and document retention.
- Provide support as needed to the program and finance teams, in consultation with the Executive Director.
- Manage social media, grantee website profiles, blog posts, and other types of external communications at the direction of program staff.
- Maintain supplies for both office and kitchen.
- Sort and distribute mail.
- Answer phone calls and follow up as needed in a timely way.

Administrative Support of the Board of Directors

- Work with the Executive Director to prepare and post all board meeting materials, including advanced planning, and associated documents.
- Coordinate logistical support for board and board committee meetings, including hospitality, beverage, catering, and AV set-up, and making sure everything is set up for board meetings in a timely way.
- Take minutes for board and board committee meetings.
- Manage the electronic board portal (Slack) and provide portal training and support to board members and staff as needed.
- Coordinate staff pre-meeting and post-board meeting debriefs to ensure continuous learning and improvement.
- Assist with the preparation and posting of other board materials, such as for board orientations and special events.
- Support board committees, working with the Executive Director and committee members on agendas, meeting materials, minutes, committee charters and annual plans.
- Serve as administrative liaison to the board, providing a single point of contact for general communications, scheduling, travel, and reimbursements.
- Coordinate and manage travel and related logistics for board meetings and board retreats.
- Administer and process board member reimbursements and credit card payments.
- Assist board members with other foundation-related tasks such as notarizing.

Foundation-wide Meetings and Events

- Actively participate in staff meetings, retreats, trainings, events, and special meetings.
- Participate in cross-functional work groups as needed.
- Coordinate logistical support for meetings and events, including hospitality, beverage, catering, and AV set-up, and making sure everything is set up and cleaned up in a timely way.

Other duties or projects as assigned.

Qualifications

Minimum Education and Experience

- 3 years of professional work experience in an executive support or related position; 5 years preferred; foundation work experience preferred
- Correspondence and copy editing
- Research and summary writing
- Project management
- Alignment with MF's mission and values: collaboration, teamwork, learning, innovation, kindness, compassion, respect, integrity, transparency, flexibility / Commitment to diversity, equity, inclusion, and belonging
- Microsoft Excel
- Preferred: Bachelor's degree or related degree or certificate

Knowledge, Skills, and Abilities / Ability To:

- Anticipate needs and act accordingly.
- Give a high level of customer service to both internal and external constituents. • Understand board and non-profit governance.
- Learn the full scope of the Miller Foundation's work to provide more effective support. • Coordinate and manage projects and logistics.
- Prepare clearly written summaries and analyses.
- Create dynamic and engaging presentations including charts and graphics. • Manage social media accounts (LinkedIn, Instagram).
- Maintain confidential information.
- Communicate effectively interpersonally and in meetings.
- Handle fast pace, heavy workload, and meet deadlines.
- Work with a high level of proficiency in Microsoft 365 and Microsoft Office software, including Word, Excel, PowerPoint and Outlook; Slack; and Zoom.
- Work with Adobe Acrobat Pro, Canva, and Webflow.
- Manage highly detailed work with speed and accuracy.
- Work collaboratively and respectfully with a variety of people and groups and to represent the Foundation effectively.

Physical Demands

The majority of work will be completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated, and fast-paced environment. Continuously required to read computer screen.