

Oregon Trial Lawyers Association

Education Director, Office Manager and Executive Assistant

Updated 5/2/2023 position is currently open but will fill once we find the right candidate working around their availability.

JOB SUMMARY: The Education Director is responsible for the management of all OTLA education and events, office management, light bookkeeping, and some legislative/political work. They assist the Executive Director, the Political Director and other team members as needed. They are also responsible for front desk duties for the organization. This is an in-person position. Our office is in downtown Portland.

Salary range: \$40 - \$50,000 BOE

We offer a robust benefits package including potential for merit-based bonuses, health care, vision, dental, long- and short-term disability, paid time off and a generous pension fund. Our conference room is fully stocked with an assortment of candies, snacks, sodas, and coffee to make sure you make use of your dental and health insurance!

OTLA's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all our work. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different. Candidates from underrepresented communities are strongly encouraged to apply.

SUPERVISOR: Executive Director

MANAGES: Education committee, convention planning committee, summer intern(s), section meetings, phones and reception, office organization.

Ideal qualities: A resourceful learner and problem solver who is calm in new situations and who displays initiative and a willingness to work independently and with a team.

Ideal experience: An early-career or career-changing professional with experience in an office setting working with others as well as independently. Individuals with any of the following experience are especially encouraged to apply: office coordination, management, customer service, reception, nonprofits, unions, community or volunteer organizing, event planning, professional associations, politics or legislative.

Required skills and experience:

- Be a self-starter, problem-solver with a good work ethic.
- Attention to detail and ability to multi-task.
- Good verbal and written communication skills.
- Excellent customer-service skills.
- Strong computer skills with the ability to learn what you don't already know---our database, Microsoft Office suite, Adobe programs, Canva, Quick books, etc.
- Occasional availability evenings and weekends
- Timely and responsible.

For 70 years, OTLA and its attorney and legal professional members have advocated for the rights of Oregonians by promoting safer products, workers' rights, civil rights, access to quality health care, safeguarding the environment and eliminating discrimination in the workplace. The members of the Oregon Trial Lawyers Association are civil plaintiff's attorneys working to make sure any person who is injured by the misconduct and negligence of others can get justice in the courtroom, even when taking on the most powerful interests.