

## PARALEGAL/OFFICE MANAGER POSITION

### **THE OPPORTUNITY:**

Alma is looking for a part-time or full-time Paralegal/Office Manager to join the team in our Portland, OR headquarters. Qualified candidates should be available to start work soon. This position will be 20-40 hours per week. Compensation is \$25/hour.

Alma offers a robust benefits for employees that work more than 30 hours a week, including: Health, dental, vision, 401k (no match currently), long-term disability, public transportation subsidy for those commuting to work, direct deposit, and a casual office environment

We are looking for people who are passionate about education and technology. We are on a mission to give educators and families modern, efficient tools to help schools run smoothly and give clear oversight on student progress. We are looking for a Paralegal/Office Manager to join our team to help us deliver against our ambitious goals. At Alma, you can expect to:

- Oversee office support for staff members (note: we are currently operating in a scaled down office environment with 90%+ employees remote or working from home)
- Implement company-wide (and PDX-based) events and meet-ups
- Implement office policies and strategize improvements to existing processes
- Develop initiatives related to company culture and employee wellness
- Support HR with payroll and benefits administration
- Conduct onboarding and offboarding procedures in tandem with recruiters and hiring managers
- Compose offer letters and other new-hire documentation
- Manage operations tasks, including benefits administration/troubleshooting, legal and tax compliance, building maintenance, etc.
- Maintain physical and digital filing systems
- Own invoicing processes and provide accounting support to Financial Analysts and Accountants
- Interface with clients, vendors, and building maintenance on a regular basis
- May coordinate travel arrangements (book flights, hotels, and rental cars) for employees
- Perform miscellaneous projects as needed

## **THE CANDIDATE WE ARE LOOKING FOR CAN:**

- Independently develop viable solutions to problems as they arise
- Think strategically
- Gracefully handle pressure to remain a constantly reliable resource
- Prioritize work in ways that align with the company mission
- Use discretion at all times to be a trustworthy keeper of confidential information
- Effectively convey messages to a variety of different audiences in a variety of different formats
- Negotiate and network to build advantageous and fulfilling connections
- Leverage emotional intelligence to work harmoniously and effectively with others
- Apply analytics skills to inform key business decisions
- Understand and interpret complex information related to both abstract (relationships) and technical (inventory management) office responsibilities
- Adapt to changing demands and responsibilities
- Guide projects and workflows from initiation to completion
- Catch details both big and small
- Listen and encourage others to succeed today
- Might also have experience using Quickbooks, Salesforce, Excel, and/or G Suite Products (Gmail, Google Docs, Google Sheets)

## **ABOUT ALMA**

### **Who We Are:**

At Alma, we love what we do! We are a team of entrepreneurs and educators. Each team member represents a critical piece in determining the success of our company. As individuals, we take ownership over our roles and responsibilities and drive them until they are done well. As a team, our solutions will have a societal impact. Accordingly, we operate with a tremendous amount of mutual respect and accountability. We are nimble, fast-paced, evolving, and determined to make a difference. Our rapid market expansion is an intentional byproduct of this approach.

### **What We Do:**

Students always come first. Period. We are here to improve the education of students. Our focus is on the whole student - we build tools that ultimately help enrich both their intellectual and emotional growth. We do this by empowering the greatest learning resource at schools: educators.

Alma is a modern approach to student information and learning management that supports K-12 administrators, teachers, parents and students. We are a passionately driven team with the mission to provide this resource to every school, regardless of their financial constraints.

**NOTE TO CANDIDATES:**

Alma Technologies is an Equal Opportunity/Affirmative Action Employer. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, and other protected characteristics.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described.

**Submit resumes and cover letter to: [careers@getalma.com](mailto:careers@getalma.com)**