

OREGON HUMAN DEVELOPMENT CORPORATION

OFFICE ASSISTANT

SALARY: DOE

Full Time, Permanent

LOCATION:

Tigard, Oregon

FINAL FILING DATE:

Open until filled

GENERAL DESCRIPTION OF POSITION: The Support Specialist will be responsible for performing a wide variety of support functions for the OHDC Central Tigard office including comprehensive clerical and support services. OHDC is a statewide non-profit human services organization.

SPECIFIC DUTIES: Under the supervision of the Operations Director the Support Specialist will:

- Support managers and other staff members through a variety of task related to organization and communication.
- Answer phone calls
- Organize and schedule meetings for supervisors
- Order office supplies and keep track of inventory
- Book travel arrangements when needed
- Provide general information to visitors
- Arrange conference calls
- Sort and distribute mail
- Assist in events for Farmworkers, partners, employers, and organizations when needed.
- Review intakes for OHDC eligibility
- Process paper work but not limited to stipends, vouchers, RSS, invoices, and others.
- Handling external or internal communication or management systems
- Organize and maintain Social Media communications and Website
- Review internal reports for completion
- Gather, review, and edit success stories
- Assist management in research and completion of projects
- Other duties as assigned

QUALIFICATIONS:

1. A minimum of High School Diploma or GED and six months of relevant work experience in an office environment.
2. Must demonstrate proficiency in word processing and desktop publishing and a working knowledge of spreadsheet and database software including Microsoft Word, Excel and MS Publisher.

3. Must have the ability to manage multiple tasks, organize and prioritize diverse work responsibilities, meet specific and regular deadlines and discharge all responsibilities with a high level of accuracy, professionalism and integrity.
4. Must have strong oral and written communication skills to effectively communicate with a wide variety of individuals to include co-workers, other OHDC departments, regional staff, Board of Directors and the general public.
5. Strong organizational and planning skills
6. Bilingual English/Spanish preferred

SEND RESUME TO: Victor Acevedo
 Operations Director
 Oregon Human Development Corporation
 9600 SW OAK STREET SUITE 565
 Portland, OR 97223
 Victor.Acevedo@ohdc.org
 (503) 452-6664 Fax (503) 245-9602

CERTIFICATION: (to be completed upon hire only)

I certify that I have read and understand the description of my job as outlined above.

Employee Signature	Date	Supervisor Signature	Date
--------------------	------	----------------------	------

Proof of identity and eligibility to work in the United States required upon hire.