



ABOUT OREGON HUMAN DEVELOPMENT CORPORATION & OUR MISSION

Oregon Human Development Corporation (OHDC) is a culturally specific community action nonprofit that has been providing workforce development, emergency housing assistance, and associated services for farmworkers throughout Oregon since 1979. These services include support, referral, advocacy, resources, assistance, and education in both Oregon and Northern Nevada.

OFFICE SUPPORT SPECIALIST I OVERVIEW

The Office Support Specialist I will be responsible for performing a wide variety of support functions for the OHDC office in Gresham, assisting multiple functions in the office. This can include filing, project work, using social media platforms, and other tasks as needed.

ESSENTIAL FUNCTIONS

- Support all staff members through a variety of organizational and communications tasks
- Communicate and relate effectively with a wide range of clients and partners using active and empathetic listening
- Answer phone calls, schedule appointments, greet visitors, and update social media accounts
- Create and maintain electronic and physical filing systems
- Provide customers with program information
- Collect necessary information for programs and client intakes
- Enter data for program software and forms
- Monitor and manage an inventory of office supplies, including ordering resupply and processing requests from coworkers
- Maintain an organized, professional, and welcoming environment for OHDC staff and visitors
- Assist in outreach efforts
- Update the local office social media accounts

QUALIFICATIONS

- High levels of compassion, empathy, and respect
- Superior organization, accuracy, and time management
- An effective communicator, active listener, and sharer of ideas
- Bilingual (Spanish/English)
- Proficient in Microsoft 365
- High School diploma or GED

- Valid Driver's license

PREFERRED QUALIFICATIONS

- Lived experience in the farmworker community
- 1-2 years of experience in an office setting
- 1 or more years of experience supporting community-driven efforts
- Project management and social media experience

Even if you do not meet our preferred qualifications, we still want to hear from you!

We are interested in finding the best candidate for the job. If you meet key qualifications for the role, and believe you would be a good fit, we encourage you to apply.

ADDITIONAL INFORMATION

- Location: Gresham, OR
- Job type: Full-time hourly 40-hour employee, eligible for overtime
- Supervisor: Gresham Office Manager
- Starting Pay Range: \$20.63 - \$22.63/hour
- Classification: Office Support Specialist I, Pay Band: \$19.63 - \$23.63 per hour (\$40,830 - \$49,150 per year)

OHDC is an equal opportunity employer and does not discriminate on the basis of race, color, sex or gender, religion, sexual orientation, identity, physical or mental disability, nationality of origin, Veteran status, or any other category protected by state or federal law.

We offer a generous benefits package to employees, including paid time off starting at 20 days/year, 12 paid holidays annually, a medical, dental, and vision benefits plan with OHDC covering 90% of the premium cost for employees and dependents, a 403b available to all employees and dollar for dollar matching up to 6% after 1 year of service, employer paid short-term and long-term disability, a medical Flexible Spending Account and Dependent Care FSA, and an employer funded Health Savings Account.

In terms of work culture, OHDC is a collaborative and supportive work environment, where work/life balance and flexibility are respected and encouraged. We pride ourselves on the work we do in the communities we serve.

How to apply

- Candidates should submit a cover letter and resume to: jobs@ohdc.org
- Application Deadline: Open until filled