



## **ABOUT OREGON HUMAN DEVELOPMENT CORPORATION & OUR MISSION**

Oregon Human Development Corporation (OHDC) is a nonprofit human service organization that has been providing workforce development and associated services for farmworkers and disadvantaged individuals throughout Oregon continuously since 1979. These services include support, referral, advocacy, resources, assistance, and education.

## **OFFICE SUPPORT SPECIALIST OVERVIEW**

The Office Support Specialist will be responsible for performing a wide variety of support functions for the OHDC office in Hillsboro, 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, and greet visitors
- Create and maintain electronic and physical filing systems
- Monitor and manage an inventory of office supplies
- Provide customers with program information
- Collect necessary information for programs
- Assist in outreach efforts

## **QUALIFICATIONS**

- Bilingual (Spanish/English), with knowledge of bi-cultural/bi-racial factors
- High School diploma or GED
- Valid Driver's license

## **PREFERRED QUALIFICATIONS**

- 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!

## **ADDITIONAL INFORMATION**

- Location: Hillsboro, Oregon
- Full time employment – 40 hours per week
- Supervisor: Hillsboro Regional Supervisor
- Pay Range: \$17.00 – \$20.00 hourly as a non-exempt employee

**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 PPO medical, dental, and vision benefits plan with OHDC covering 90% of the premium cost, 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 health FSA and Dependent Care FSA.

**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. Rapid growth during the pandemic has given us the opportunity to create more internal support infrastructure, and we're seeking to expand our workforce to provide more services.

#### **How to apply**

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