



ABOUT OREGON HUMAN DEVELOPMENT CORPORATION & MISSION

Oregon Human Development Corporation (OHDC) is a non-for-profit human service organization that has been providing services for farmworkers and disadvantaged individuals throughout Oregon continuously since 1979. The services include support, referral, advocacy, resources, assistance and education. These programs are funded through a variety of contracts with federal, state, local, and private funding sources.

Promoting economic advancement and self-sufficiency of farmworkers and underserved communities.

SUPPORT SPECIALIST POSITION OVERVIEW

The Support Specialist will be responsible for performing a wide variety of support functions for the OHDC office in The Dalles. The Support Specialist will ensure to assist in multiple functions in the office. This can vary from filling, project development, using social media platforms, and other tasks as needed.

ESSENTIAL FUNCTIONS

- Support managers and other staff members through a variety of task related to organization and communication.
- Answer phone calls and greet visitors
- Schedule appointments and greet in coming traffic
- Create and maintain filing systems, both electronic and physical
- Monitor and manage inventory of office supplies
- Provide customers with program requirements
- Collect necessary information for program enrollment
- Assist other departments in other duties as needed
- Handling external or internal communication or management systems
- Assist in outreach efforts
- Other duties as assigned

QUALIFICATIONS

- 2 year experience in office setting OR: A combination of academic education, professional training or work experience, which demonstrates the ability to perform the duties of the position
- Bilingual (Spanish/English), knowledge of Bi-cultural/Bi-racial factors
- Project Management/Social Media experience
- Valid Driver's license

PREFERRED QUALIFICATIONS

- Associate degree in a related field
- Two years prior work experience job

Additional Information

Supervisor: Regional Supervisor

Pay Range: (DOE)

Paid sick leave, vacation benefits, and health benefits

Location: The Dalles, Oregon

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

How to apply

Candidates must submit a cover letter and resume to:

Briseida Bolanos- Regional Supervisor

Briseida.bolanos@ohdc.org

Application Deadline: Open until filled