OHDC
OREGON HUMAN DEVELOPMENT CORPORATION

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 Hermiston, 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

ORGANIZATIONAL RESPONSIBILITIES

- Promote and support farmworkers' stability and self-sufficiency
- Support the organization's commitment to human rights by fostering an atmosphere of cultural humility, respect for all individuals, and compassion
- Strive to meet annual program/grant goals in support of the organization's strategic goals
- Adhere to the organization's policies and procedures

- Perform other duties as needed

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: Hermiston, OR
- Job type: Full-time hourly 40-hour employee, eligible for overtime
- Supervisor: Community Health Worker II
- Starting Pay Range: $20.63 - $21.63/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, an employer funded Health Savings Account for HDHP insurance plans, and employer paid life insurance and accidental death & dismemberment insurance at 150% of annual salary (which is a taxable fringe benefit). For employees covered by Paid Leave Oregon (staff who work in Oregon, regardless of state of residence), OHDC pays the employee portion of the premium, which is a taxable fringe benefit.

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