



Position Announcement: Program Assistant

Heart of Oregon Corps is hiring for a qualified Program Assistant with motivation, professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people.

At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. In Heart of Oregon's YouthBuild program, 16-24 year-old local young people improve their lives by learning construction trade skills while building affordable housing in the community and completing their GED or diploma and preparing for their futures. With the hard work of our students, staff, and volunteers, Heart of Oregon YouthBuild has built 14 homes in Central Oregon since 2009. Learn more at www.heartoforegon.org.

We are looking for a Program Assistant for our YouthBuild program. Primary duties include administrative support, data management, logistics support, assisting the Program Director and Heart of Oregon Corps staff with youth recruitment, training and mentoring.

This position Specific Duties Include:

- Complete clerical tasks for program and grant management to include but not limited to: creating paperwork source documentation, grant-based data entry, organizing case files, electronic and hard copy records retention, etc.
- Assist staff with processing Assist with logistical coordination including, but not limited to, preparing for projects, scheduling crews, preparing for events or meetings, tool and equipment inventory, and ensuring supplies are in stock.
- Assisting with purchasing, travel arrangements, tracking and processing receipts.
- Greet all corpsmembers, track attendance, review schedules or conduct meetings or groups as appropriate and assigned.
- Contact absent youth, alert staff of attendance issues or other barriers/ concerns.
- Assist with coordinating recruitment and enrollment of new members, including sending announcements to key partners, speaking at events, and assisting with information sessions, interviews, or orientations, and processing background checks or drug/alcohol screenings.
- Assist staff in all programming duties including corpsmembers support, program coordination, program logistics and delivery, and data tracking and entry.
- Assist staff with case management, coaching or disciplinary related functions with corpsmembers. Work with program staff to implement corpsmembers training and educational and career goal attainment. Help field corpsmembers questions and provide support services.
- Assist Program Manager/Director or Executive Director as assigned or needed.
- Assist in program supervision, facilitation, testing, transportation, projects, and fundraising.
- Coordinate and support program volunteers.
- Driving in HOC vehicle, or personal vehicle, or both.
- Other duties as assigned.

Applicants should have a minimum of a high school diploma; a Bachelor's degree is strongly preferred. At least one year of office, business, or program experience, which includes file and data coordination. Applicants should be fluent with standard office software and technology, including Microsoft Office, Outlook, and web-based applications. Proficiency in Excel is a must. Must have excellent oral and written communication skills, be highly organized with excellent time management skills as well as the ability to relate sensitively to a multiracial and multicultural group of young people and coworkers. Respect for the ideas and intelligence of young adults.

Starting wage range for the position is \$13.25-\$14.25 per hour (firm). This is a Part-time (29 hours/week), year-round, hourly staff position, with 9 paid holidays, and paid vacation and paid sick time/year.

If you are interested, please submit the following to hr@heartoforegon.org.

- A HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)
- A Cover Letter (in an email is ok)
- A Resume

Send to: Heart of Oregon Corps

PO Box 279, Bend OR 97709

-or-

Email via Craigslist "reply" button

-or-

541-306-3703 (fax)

Final candidates will need to complete an interview, additional paperwork, provide references, complete a background check, and a drug screening. Valid driving license and good driving record required. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply!

Position open until filled. If this ad is still up, we are still hiring!

GOOD LUCK AND THANKS FOR THE INTEREST EVERYBODY!