



## 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](http://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 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 Director, Construction Manager, 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.

#### **WAGE AND BENEFITS:**

Starting wage for the position is \$16.00/hour (firm). This is a full-time, year-round, hourly staff position. It includes employee health, dental and vision benefits *paid 100% by the employer*, 9 paid holidays, and 80 hours paid vacation and 40 hours paid sick time/year, with leave benefits increasing after 2 years of service. See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary.

#### **PROCESS:**

If you are interested and qualified, we are interested in hearing from you! Please submit the following to: [hr@heartoforegon.org](mailto:hr@heartoforegon.org) or PO Box 279, Bend OR 97709 or 541-306-3703 (fax)

1. HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)
2. Cover Letter (stand-alone or in the body of an email)
3. Resume

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. Valid driving license and insurable driving record required for occasional business driving, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

**Submit application packages by Friday, September 20<sup>th</sup> for full consideration.**

Applicants will receive a confirmation of receipt and interviews will begin in late September.

All applicants will be contacted regarding the results by the end of the process. We strive to respect the time and effort required to apply and provide updates and information along the way. Online questions are welcomed and can be directed to [hr@heartoforegon.org](mailto:hr@heartoforegon.org). Thank you for your interest and good luck!

*Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting [hr@heartoforegon.org](mailto:hr@heartoforegon.org) (TTY 711). As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.*