



## Position Announcement: Administrative Assistant

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

### WHO WE ARE:

Heart of Oregon Corps is a large regional non-profit that operates six youth training programs across Central Oregon. 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. The position is located in Bend, OR, at the main office. Learn more at [www.hearttoforegon.org](http://www.hearttoforegon.org).

### POSITION AND ORGANIZATION INFO:

We are currently looking for an Administrative Assistant who can assist the Development and Finance departments with general office duties. This position is responsible for a wide range of administrative and reception tasks including greeting visitors and youth, managing incoming calls, copying and filing, mail handling, and coordinating office supplies. This position also supports the finance and development teams with data entry and report generation, fundraising and events support, and donor communications.

This position is supervised by the Development Manager and is part of a seven-person administrative team, located in Bend, OR, that supports all HOC youth programming. Our administrative team prides itself on accuracy, timeliness, and attention to detail.

### QUALIFICATIONS:

Our ideal candidate will have a combination of education and job experience in reception, customer service, office administration, or similar roles. Minimum High School Diploma or GED required; some post-secondary training preferred but not required. Candidate must be proficient with common computer software (Microsoft Office Suite) and office technology; ability to operate a multi-line phone system is a must. We are looking for an individual who has the ability to work in a fast-paced often-changing environment, and focus their attention on detail, accuracy, and timely completion of tasks. Professionalism, confidentiality, and reliability are required. Excellent oral and written communication skills and ability to write professional business letters and emails. A positive attitude, collaborative approach, and good sense of humor is appreciated.

### WAGE AND BENEFITS:

Starting wage for the position is \$19.50/hour. This is a full-time, year-round, hourly staff position. It includes employee health, dental, and vision benefits *paid 100% by the employer*, 12 paid holidays, and 80 hours paid vacation and 40 hours paid sick time/year, with leave benefits increasing after 1 year of service. See <http://hearttoforegon.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. HOC alumni are also encouraged to apply!

**Applications will be reviewed on a rolling basis. If this ad is up, then we're still hiring!**

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.*