



Easter Seals Oregon Connecting Communities Program

To provides exceptional services to ensure that children and adults with disabilities or other special needs and their families have equal opportunities to live, learn, and work in their communities.

Proveer servicios excepcionales para asegurarnos que nuestros niños y adultos con limitaciones u otras necesidades especiales y sus familias tengan igualdad de oportunidades para vivir, aprender y trabajar en sus comunidades.

JOB ANNOUNCEMENT

Title: Full time - Bilingual English/Spanish **Administrative Assistant**
Department: Easter Seals Oregon Connecting Communities Program
Reports to: Director of Program
SALARY: DOE
SHIFT: Monday through Friday
LOCATION: Gresham Office

Do you like to help others? Do you enjoy the feeling of making a difference using your bilingual skills? As an Administrative Assistant at Easterseals Oregon, you will contribute to our mission by helping minorities with disabilities reach their full career potential. This position is Monday-Friday with occasional weekends.

Summary:

Our Administrative assistance position is an exciting opportunity for a talented individual. We are looking for a self-starter with a positive attitude to work in a friendly office environment. The candidate should provide solid and consistent administrative support, also have the ability to accomplish and respond quickly to tasks as well as excellent customer service. The successful applicant must be skilled and confident, detail-oriented, passionate about getting things done and excellent at problem solving.

Essential duties and responsibilities:

- Answer telephones, screen and direct calls to appropriate staff members
- Respond and direct emails to/from clients and staff members
- Perform general clerical duties to include, but not limited to: photocopying, faxing, mailing, and filing
- Make appointments & schedule meetings and events for staff
- Database entry & maintenance
- Assist with client service issues
- Assist with clients applications for services such as DHS services, housing, etc..
- Provide assistance to staff for project based work
- Maintain hard copy and electronic filing system

- Sign for and distribute UPS/Fed Ex/Airborne packages
- Other duties as assigned.

Description of other duties:

- Excellent verbal communication skills, both oral and written (English/Spanish)
- Excellent personal and professional presentation
- Detail-oriented with strong initiative and follow up skills
- Must be very reliable and responsible
- Must be very proficient with all MS Office software (Excel, Word, Outlook, PowerPoint, etc)
- Must have excellent communication skills, great attitude, great personality, and professionalism
- Dress code: Office professional

Skills & Abilities:

- Bilingual English/ Spanish
- Strong computer skills (Microsoft Office, Excel, PowerPoint, Photoshop a plus)
- Ability to type 30 wpm minimum
- Excellent communication; written and oral
- Ability to multi-task
- 1 to 3 years clerical or administrative experience preferred
- Experience working in an office environment preferred

Minimum qualifications:

- 1 – 1 year administrative assistance experience in a similar environment preferred
2. Minimum of a High school diploma or equivalent
3. Must embrace the mission, vision, and core values of Easterseals Oregon.
4. Have excellent computer skills to accomplish duties
5. Must pass a criminal background check
6. Availability to work some evenings and some weekends as required
7. Must possess a current driver's license and pass a DMV background check.
8. COVID-19 Vaccination required in order to work in our Program

APPLICATION PROCEDURE:

Qualified applicants **must** submit a resume and cover letter by e-mail as an attachment to:

Jorge Martinez

jmartinez@or.easterseals.com

EQUAL OPPORTUNITY EMPLOYER