



Oregon Tradeswomen

Position Title:	Program Assistant	Type of Position:	.25 FTE
Reports To:	Pathways Program Mngr	Exempt/Non Exempt:	Non Exempt
Location:	OTI HQ Portland, OR	Travel: less than 5%	In-town mostly

Position Description

The Program Assistant works with the Pathways Program Admissions Coordinator to do data entry, filing, copying, preparations for and assistance in information sessions, and performs back up support for the Admissions Secretary. The Program Assistant is a temporary position at 16 hours/week for a busy non-profit. This position is funded through December 2018, but has the opportunity to develop into a permanent, part-time position and to grow and develop additional skillsets as funding becomes available.

Specific Duties and Responsibilities

- Primary person responsible for iTrac data entry and benefit eligibility verification.
- Primary person responsible for transferring documents/paper work from one file to another file and for organizing files in compliance with grant funders' specifications.
- Responsible for copying materials for classes, information sessions, and Job Fairs.
- Performs backup reception, clerical and administrative services for the organization, coordinating as needed with other administrative staff.
- Provides administrative support by photocopying documents, assembling packages for mailing, and other similar logistics as assigned.
- Completes tasks are completed accurately and with minimal supervision.
- Proficient use of Word, Excel, e-mail and other programs a plus.
- Back up data entry into a proprietary database accurately and efficiently.
- Other duties as assigned by the Pathways Program Manager and/or Admissions Coordinator.

Qualifications and Experience:

- Demonstrated commitment to women's empowerment and racial justice.
- Experience in an office.
- Excellent customer services skills.
- Data base entry skills a plus.
- Ability to collaborate and work well with diverse populations.
- Ability to maintain confidentiality of agency and/or personnel records.
- Pride in being an administrative professional.

- Ability to meet deadlines, prioritize tasks and manage time.
- Ability to collaborate and work well with a wide range of people.
- Respect for all forms of diversity and the viewpoints of others.
- A plus, but not required: experience with NEON, iTrac, and/or bilingual.

Areas of Growth:

- Opportunity to increase knowledge of databases and filing systems:
 - NEON, iTrac, and other popular database use.
 - Office equipment use.
 - Telephone outreach support.
 - Build relationships and become an advocate.

Salary & Benefits

This is a part-time, hourly position. Hourly wage is \$15. This position does not offer benefits:

Application Instructions:

To apply, please send:

- 1) Your resume
- 2) A cover letter detailing what in your background and experience qualifies you for this position.
- 3) Oregon Tradeswomen standard application form, available at: www.tradeswomen.net/about/

The deadline for receipt of applications is January 26, 2018 or until position is filled. Application may be sent by e-mail to abby@tradeswomen.net, faxed to 503.249.0445, or mailed.

Women and people of color are strongly encouraged to apply. Oregon Tradeswomen is an EEO Employer