

Administrative Assistant

Position Description

POSITION SUMMARY

The Administrative Assistant is responsible for assisting all CASA staff in the smooth operation of the office. The Administrative Assistant reports to the Deputy Director.

FSLA Status: Non-Exempt, Part time

JOB RESPONSIBILITIES

Administrative Duties:

- Orders supplies and maintains stock.
- Initiates and maintains contracts for office equipment and services.
- Maintain office equipment and placing repair requests.
- Answers and routes calls.
- Checks the mail and distributes it properly.
- Makes deposits.
- Tracks money in Postage Meter Account and Postage Due Account.
- Schedules board meetings, ordering food and making other preparations.
- Sends reminder notices to board members regarding the upcoming meeting.
- Prepares board packet and disseminates to board members.
- Keeps common areas tidy.
- Responsible for petty cash account.
- Assists with printing jobs.
- Assists with all outgoing mail and parcels.
- Secures quotes for needed services and supplies.
- Creates and maintains an inventory of equipment and supplies.
- Assist co-workers, as needed, with other projects.

Qualifications:

1. Bilingual in Spanish and English preferred.
2. Knowledge of computer programs, including but not limited to Word, Excel, PowerPoint, Adobe, Outlook, Publisher etc.
3. Knowledge of how to operate printer, copier, and fax machine.
4. Capacity to work independently with minimal supervision.
5. Excellent oral and written communication skills.
6. Excellent phone etiquette.

BACKGROUND

Since 1988, CASA has worked with local organizations throughout Oregon to develop both affordable housing and help low wealth individuals access asset building opportunities. CASA is located in Sherwood, Oregon, fifteen miles southwest of Portland. Normal office hours for this position are 8:30 am to 12:30 p.m., Monday to Friday. Evening and weekend work may be periodically required. A driver's license and access to transportation are required.

Mission

Rooted in its service to farmworkers, CASA of Oregon improves the lives of Oregonians in underserved communities by building affordable housing, neighborhood facilities, and programs that increase families' financial security.

Programs

CASA is a statewide nonprofit housing and community development corporation specializing in:

- the development of affordable housing,
- asset building for low wealth individuals,
- creation of resident-owned, manufactured home communities

This position is part time, 20 hours per week. If you are interested in applying, please send a resume and cover letter to lrogers@casaoforegon.org.