Job Posting

Administrative Assistant

Worksite Location: 500 E 2nd Street The Dalles OR, 97058
Work Schedule: Full time at 36 hours per week
Pay: Starts at $23.55 per hour plus 3% additional pay for bilingual employees
Reports to: Executive Director
Application Deadline: Open until filled

Why work at Mid-Columbia Housing Authority and Columbia Cascade Housing Corporation?
Because you have a desire and shared mission to promote adequate and affordable housing, economic opportunities and a suitable living environment, free from discrimination to those who have barriers due to income or disability. We work as a team toward our mission with passion and empathy for those who have been marginalized and underserved. If you like to work in a fast paced and collaborative environment– this is the place for you!

Who are we looking for? Someone who:
- Is respectful, honest, and self-motivated
- Can perform under pressure, multitask, and prioritize workload
- Has great attention to detail
- Comes with strong customer service skills and is a problem solver

General statement of work:
The Administrative Assistant provides exceptional customer service experience to our clients, partners, and vendors. Extending professionalism, compassion, and courtesy is a core function of this position while working efficiently and maintaining a presentable and friendly lobby environment that includes interaction in person and by telephone. Objectives are successfully achieved through professionalism, customer service, knowledge of administrative processes, accuracy, willingness to learn, and flexibility.

- Reception –Answer and forward calls through a multi-line phone system and directs clients to the appropriate personnel with accuracy and efficiency; Assists families in completing applications for the various programs offered through organization; Provide advice and assistance to clients in the most appropriate format to meet their needs, demonstrating attention to customer care and professional approach and guiding them appropriately; Maintain awareness of local service agencies and community resources to provide information and referral services to clients and general public; General housekeeping and cleaning of front desk and lobby area as needed;
- Office Assistance – Processes outgoing mail, addresses verification forms, stamps mail, delivers to post office and maintains files and records as directed; Assist staff to maintain accuracy of MCHA and CCHC website and social media pages; Update phone lists and directories as needed; Responding to organization issued email addresses
- Intake Specialist Duties –Accurately enters new and existing client information into the organization's software system to include eligibility information

Additional Skills and Competencies:

- Problem Solving
- Attention to Detail
- Ability to work independently
- Passion to Advance Equity and Inclusion
- Exceptional Oral and Written Communication

Education and Experience:

- High school graduate or equivalent
- Minimum one year experience of general office experience that includes customer service and reception duties preferred.
- Equivalent combination of experience, education, and training.
- Ability to speak Spanish preferred but not required.

Benefits:

- Generous paid time off (Vacation, Sick, Administrative Leave, 11 paid Holidays)
- Excellent Medical, Dental, Vision, Life and Long-term disability coverage 100% paid by employer
- $350 per month contribution into a 457 deferred compensation plan with ROTH option or flex spending account (health or dependent care)
- Training Opportunities
- Employee Assistance Program
- Flexible work schedule to encourage work-life balance
- As a public employer, our team members are eligible for Public Service Loan Forgiveness

Interested?

To apply, submit cover letter and resume to info@mid-columbiahousingauthority.org with the subject line of "[Your Name] – Administrative Assistant"

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

We are an Equal Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability and any other characteristics protected by applicable law. We appreciate differences and create opportunities for our team to interact with people who do not look like, talk like, think like, believe like, act like or live like they do.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are seeking the best candidate for the position and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job and believe you would be the best fit we encourage you to apply. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.