Office Assistant Job Description | Revised Feb. 2017

ORGANIZATIONAL MISSION & VISION

Causa works to improve the lives of Latino immigrants and their families in Oregon through advocacy, coalition building, leadership development, and civic engagement. Latino immigrants and their families are the heart of Causa and inspire, implement, and champion our work.

Causa envisions a world where all people have the opportunities and resources needed to thrive. We envision a community that welcomes and values the contributions, strengths, and assets of Latino immigrants and their families.

POSITION OVERVIEW

Causa's Office Assistant primarily works out of Causa's main office in Salem. The Office Assistant is under the supervision of the Executive Director, collaborates with Causa staff, and coordinates with Causa's contracted book keeper. Causa's Office Assistant is responsible for managing office and administrative tasks internal to the organizational operations.

POSITION RESPONSIBILITIES

Office/Operations Tasks

- Responsible to Causa's main phone line; in-taking and tracking incoming calls, managing voicemails, and referring calls to appropriate staff members.
- Responsible to Causa's general email account; managing emails and referring messages to appropriate staff members.
- Coordinates and reviews expense reimbursements.
- Supports book keeping and bill payment activities.
- Maintains supplies and manages inventory levels.
- Maintains and tracks equipment such as Causa laptops, projector, banners.
- Coordinates and reserves general meetings spaces, sends staff reminders.
- Coordinates staff and board recognition.

Program Support

- Supports organizers by making calls to Causa's members; inviting them to events and keeping them informed, and collecting resources on services that can be shared with our members
- Maintenance of the affiliate program through support of the renewal process of affiliate card, and contacting affiliates via phone calls, mailings, and when needed a house visit.
- Responsible for setting up affiliate equipment and leading the affiliate application/renewals at Immigrant Action Day and other community events.
- Coordinate logistics of transportation for community events.
- Translates organizational documents into Spanish.

Office Assistant Job Description | Revised Feb. 2017

General

- Assists and participates in Causa's major events; Immigrant Action Day, May Day, and annual gala.
- Supports with general fundraising efforts at Causa.
- Attendance and participation in monthly staff meeting, staff check-in calls, and staff retreats.
- Timely submission of reimbursements, timesheets, and other organizational needs.

Requirements & Qualifications

- Passion for Causa's mission.
- Ability to work independently, with supervision, and as part of a team.
- Bilingual (Spanish/English), verbal and written.
- Proficient in Excel and Word.
- Strong verbal and written communication skills.

Additional Information

Supervisor: Executive Director

Duration: Part-time (20 hours/week), Regular Position, occasional weekends and travel included.

Compensation: $13.50-$16.00/hour DOE.

How Apply:

Please send a cover letter, resume, and list of references to andrea@causaoregon.org. Interviews will start March 13.

Causa is an equal opportunity employer committed to a diverse, multicultural work environment. People of color and people of diverse sexual orientations, gender expression, and identities are encouraged to apply.