

Clackamas Service Center Front Desk & Administrative Assistant Job Description

Title: Front Desk & Administrative Assistant

Reports to: Executive Director

Classification: Full Time

Salary: \$18-20/hour DOE

Benefits: Medical, Dental, Vision after 60 days employment

About CSC:

Clackamas Service Center (CSC) is an inclusive "one-stop" community center for individuals and families seeking food relief and resources for improved health, dignity, and stability. We are based in Clackamas County, and serve community members within the county and the surrounding area. Visit our website for more information: cscoregon.org

Job Description:

This is a dynamic position in a small, rapidly growing nonprofit. We are looking for someone who can manage our front desk and support our volunteers during our open service hours for unhoused community members, and support administration through a variety of program and donation-related data entry and communications.

Responsibilities:

- Manage Front Desk during services 3 days a week (Tuesday-Thursday)
 - Greet and assist members accessing showers, clothing, lunch, and mail
 - Assist Day Services Manager as needed
 - Support and train volunteers as needed
- Complete HMIS data entry in a timely, accurate, and consistent manner
- Use donor management software to record donation information, prepare donor receipts, export data, and prepare donation reports
- Prepare bank deposits for cash and check donations, including coding for bookkeeping, on a weekly basis
- Prepare coding information for online donations, on a monthly basis
- Request checks for bill payments on a weekly basis
- Communicate with donors about donation processing (updating credit card info, etc) as needed
- Order supplies needed for clothing room & showers (underwear, socks, shampoo, etc) as needed
- Update CSC schedules, voicemails, and signage as needed, and communicate changes or special events with partner agencies monthly
- Assist with communications on social media
- Other duties as assigned

Required qualifications:

- Ability to interact with people from a variety of backgrounds, treating them with authenticity, respect, and making them feel "at home"
- Ability to work in a high-intensity environment

- Ability to answer the phone and operate a computer competently
- Knowledge of Microsoft Word, Excel, database software, Google Docs
- Ability to learn HMIS database for data entry
- Commitment to Equity and Inclusion

Optional but helpful qualifications:

- Experience working with hunger or homelessness-related organizations, social services, and/or SNAP benefits
- Experience compiling data and creating reports
- Knowledge of social services available in Multnomah and Clackamas County
- Knowledge of de-escalation
- Knowledge of HMIS
- Proficient in spoken and/or written Spanish, Russian, Ukrainian, Vietnamese, or Mandarin

Application requirements:

Please send a resume and cover letter (1 page max) addressed to Debra Mason at info@cscoregon.org with the subject line [LastName Admin Assistant Job Application].

Women, people of color, and LGBTQ+ strongly encouraged to apply