

## SOLVE announces an immediate opening for a Program Assistant

<b>SOLVE Job Title</b>	Program Assistant
<b>Position type</b>	Part-time, 20 hours per week
<b>Position reports to</b>	Program Director
<b>Exempt / Non-Exempt</b>	Non-Exempt, Hourly
<b>Location</b>	Portland, OR
<b>Starting Pay / Benefits</b>	\$12/hour, eligible for paid vacation and sick time.
<b>Minimum Qualifications</b>	One year general office experience; type 40 words per minute; detail oriented; knowledge of SOLVE volunteer programs is preferred, but not required;
<b>To Apply</b>	Email cover letter and resume in ONE PDF or ONE Word Document, with subject "Program Assistant Position" to Quintin Bauer at <a href="mailto:quintin@solveoregon.org">quintin@solveoregon.org</a> . No calls please. Position open until filled.

### Summary of Position and Responsibilities

The Program Assistant works with staff implementing successful volunteer projects and restoration of the environment. The assistant will be responsible primarily for entries into the data management system: organizing event data, entering event information into SOLVE's data management system (Enterprise), and retrieving that data in various report formats, as needed.

The program assistant will provide general support to all SOLVE programs.

- Assist with volunteer outreach including postings to online calendars, communicating with individual volunteers and groups via phone and e-mail, and developing partnerships with community groups.
- Order, manage, prepare and ship SOLVE cleanup supplies.
- Assist with office projects and administrative tasks such as data entry, filing, copying, faxing, mailing, scanning, filing, and answering phones.
- Assist with event leadership as needed.
- Other duties as assigned.

### Skills and Requirements

- Able to work in fast paced environment
- Experience with database management
- Familiar with volunteer management
- Strong typing, word processing, and data entry skills
- Microsoft Office proficiency
- Highly organized and self-directed with a keen attention to detail
- Ability to work independently, as well as part of a team

Updated Tuesday, March 21, 2017.

- Excellent interpersonal communication skills
- Valid drivers' license required to attend out of office meetings and events