

JOB DESCRIPTION

ODE College to County Mentorship Program

SEASONAL TEMP POSITION: June through September

SALARY: \$16.53 hr. (20-40 hours per week, Monday-Friday)

PROGRAM LOCATION: Multnomah County Lincoln Building (421 SW Oak St., Ste. 510, Portland, OR 97204)

Program Area: Public Guardian and Conservator/Support Staff

Supervisor: Mark Sanford, Manager, Public Guardian Office

Knowledge and Skills/Abilities:

Required

- Familiarity with MS Windows, PC environment
- Familiarity with MS Word, Excel, PowerPoint
- Familiarity with Google Products
- Ability to effect data entry and management
- Effective writing and communication skills
- Time management and independent work
- Ability to work with a multi-disciplined team
- Respect for and ability to work with diverse individuals

Useful

- Knowledge of database development and management
- Familiarity with Google Products
- Familiarity with Adobe Products
- Familiarity with other web-based media development tools
- Familiarity with professional office environment

Duties/Responsibilities:

1. Support clerical staff with common tasks such as filing, drafting correspondence, records management
2. Support program staff through internet research, deploy and leverage contemporary online business applications, Google, Apple, Adobe products
3. Database support including data entry, file management, records management
4. Other special projects as needed

Time/Schedule Requirements: a regular weekly schedule, as allowed by

Qualifications:

1. High School Diploma or equivalent
2. Ability to use personal computer (MS Word, Excel, Database), working knowledge of email
3. Strong organizational and communication skills and ability to multi-task and work in a fast paced, time sensitive environment
4. Dependable and reliable

Training and Support Provided: Program Manager will provide orientation to program and services; Clerical Unit Coordinator and Office Assistant 2 (and others as necessary) will provide progressive training for task to task duties

Benefits:

- Opportunity to develop advocacy skills and experience working with vulnerable individuals within the county Public Guardian's office.
- Develop an in-depth knowledge and understanding of resources and services in Multnomah County
- Working in a professional setting and team environment

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below.

Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form link provided by your program coordinator. The deadline for submitting online application is March 31, 2017.