

## 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>	\$15/hour, eligible for paid vacation and sick time.
<b>Minimum Qualifications</b>	One year of 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 provides important support across all SOLVE programs, including: data entry, supply preparation, online volunteer recruitment postings, leading events, post-event duties, and other program support 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.
- Deliver project supplies, assist with bottle and can collection fundraising program, and dispose of litter collected at staff-led events.
- Assist with event leadership as needed.
- Other duties as assigned.

### Skills and Requirements

- Able to work in fast paced environment.
- Excellent typing, word processing, database management, and data entry skills.
- Familiar with volunteer management.
- Highly organized and self-directed with a keen attention to detail.
- Ability to work independently, as well as part of a team.
- Excellent interpersonal communication skills.
- Valid drivers' license required.

Updated Friday, November 02, 2018.