



Mission: Empower Oregon families experiencing disability in their **pursuit** of a whole life by expanding awareness, growing community, and equipping families.

Office Assistant

Job Description

The Office Assistant is committed to FACT Oregon's values, mission, and vision; promotes the organization and performs a wide variety of program initiatives, including:

- Answers the administrative office phone, and directs callers to appropriate staff
- Takes and retrieves messages for various personnel
- Optimizes the use of the support line and refers requests for resource and assistance to appropriate staff
- Greets and directs visitors to the office
- Performs general office support with a variety of clerical activities and related tasks
- Provides administrative office and program coordinator support as assigned
- Adheres to data collection requirements
- Performing miscellaneous job-related duties as assigned
- Attending monthly staff meetings and four mandatory fundraising events annually

Knowledge, Skills, and Abilities Required Include:

- Knowledge, and understanding of disability-related systems (i.e. special education, developmental disability services, mental health) or demonstration of adeptness to acquire quickly.
- Initiative and ability to work both independently and in a team environment
- Strong organizing and planning skills and the ability to learn quickly and adapt to expectations
- Cultural competency in supporting and working effectively with a wide range of families and community partners in diverse communities, including those that speak a language other than English or other underserved/underrepresented communities
- Strong written and oral communication skills
- Experience with Microsoft Office Suite, Google Drive, and data entry



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Distinguishing Characteristics

- Demonstrated proficiency in understanding FACT Oregon's values, mission and vision
- Experience with disability – such as a parent or family member of a child experiencing disability
- Knowledge of person-centered planning

Working at FACT Oregon:

You might be perfect for FACT Oregon if you are a strong, passionate, dedicated, visionary working to change the trajectory of individuals experiencing disability to one that includes living a whole life in community.

- Work is normally performed in a typical office work environment
- Activities and events may require working in the evening or weekend
- Reimbursement for eligible expenses and mileage
- Benefit package available for eligible employees (Medical/Dental/Vision/Short-term disability/Small group Life insurance)
- Paid holidays, sick and vacation time
- Growth opportunities
- Professional development
- Flexible scheduling with approval

Disclaimer: *This description is intended to describe the general nature and level of the position, and should not be construed as an exhaustive list of all responsibilities, duties and skills required.*