

## Administrative Assistant

**Worksite Location:** The Dalles and Hood River

**Work Schedule:** Full-Time; 40 hours per week; Monday – Friday; 8am - 5pm, flexible schedule required

**Salary Range:** \$19.24 - \$21.96 per hour

**Reports to:** Operations Supervisor

### Why work at The Next Door?

Because you share our vision of *a supportive community where all children and families are safe, healthy, and valued*. Every day, we work towards making this vision a reality, by having integrity, and by living our core values of being welcoming, just, empathetic, empowering, and flexible. If you like to work in an environment where you'll be learning right alongside our program participants—The Next Door is the place for you!

### Who are we looking for?

We are looking for someone who is *reflective, respectful, intuitive, honest, and self-motivated*. We're looking for someone who is able to connect and build trust quickly with a variety of people. We're also looking for someone who is *detail-oriented, organized, knows how to prioritize tasks, and can work independently as well as part of a team*.

### What you will do...

- Give help to the community as a member of our administrative team.
- Coordinate with other support staff to make sure front desks are covered at our Hood River and The Dalles locations.
- Assist Administration, Human Resources, and Treatment Services with administrative tasks
- Show good judgment, dependability, punctuality, and conscientiousness.
- Observe confidentiality of clients and fellow team members.
- Other duties as assigned by Office Managers and Operations Supervisor.

### Additional Skills and Competencies you'll need...

- Initiative
- Problem Solving
- Accountability
- Attention to Detail
- Collaboration & Teamwork
- Adaptability
- Equity & Inclusion

### Education and Experience you need...

- High School Diploma or equivalent
- Bilingual – English and Spanish (required)
- Valid driver's license (required)
- Flexibility for unexpected travel to both our Hood River and The Dalles offices depending on organization needs

- Office or administrative experience
- Successful completion of a comprehensive background check

**Benefits:**

- Health benefits (medical, vision, dental)
- Generous PTO (Vacation, Sick, 11 Holidays + Floater Holiday)
- 401(k)
- Dog Friendly
- Training Opportunities
- Jury Duty and Paid Bereavement Leave
- Employee Assistance Program

**Interested?****To apply, submit cover letter + resume by...**

- Email: [recruitment@nextdoorinc.org](mailto:recruitment@nextdoorinc.org)
- Mail: The Next Door: 965 Tucker Rd, Hood River, OR 97031
- Fax: 541-386-5440.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.**