



# Cow Creek Government Office

## **Programs Assistant**

Job Code: 1435  
Department: Administration  
Location: Rosebur, OR.  
Minimum Wage: \$17.64

### **POSITION PURPOSE:**

Position is responsible for assisting with administration of Social Services programs.

### **ESSENTIAL FUNCTIONS:**

- Assemble mailings which include the monthly newsletter, flyers, letters, etc.
- Checks voicemail and returns calls for Programs as needed.
- Schedule travel and lodging reservations.
- Advertising program events which include making flyers and mailings.
- Organize activities and participate in special projects as needed.
- Assist in creating program material and advertisements.
- Perform general office duties to support the Programs which include stuffing envelopes, generating labels, funding requests, assist with reports, filing and copying, funding requests and pay monthly bills, credit card reconciliation, etc.
- Maintaining up-to-date and accurate records.
- Ordering and stocking office supplies.
- Assistance with all Social Service Programs as needed.
- Manage Food Bank responsibilities including ordering food and supplies, Firewood program, Safety Program and other programmatic duties.
- Answer telephone system and direct all incoming phone calls to the appropriate staff. Take complete and accurate messages.
- Provides professional customer service by greeting visitors in a polite, prompt, helpful manner and provides any necessary instruction or direction.
- Log and distribute incoming mail, phone logs, utilizing established timelines and accuracy.

**QUALIFICATIONS:**

- High School Diploma or GED.
- 1-3 years office experience.
- Must demonstrate proven effective interpersonal communication skills.
- Working knowledge of office procedures, office equipment, word processing/computer experience and knowledge of government program rules/regulations.