Mid – Columbia Housing Authority

JOB DESCRIPTION

Position Title: Office Aide
Pay: Starts at $15.50 per hour, 36 hours per week, plus benefits

GENERAL STATEMENT OF WORK:
Provides general office support with a variety of clerical activities and related tasks that support the effective and efficient operation of the organization.

Supervision: The employee receives direct oral and written directions from the Housing Resource Center Manager.

Examples of essential job functions duties include but are not limited to the following:
- Answers telephone and directs clients to the appropriate personnel who can assist them with questions;
- Greets visitors;
- Provides applicants with general information on Housing programs;
- Assists families in completing applications for housing assistance;
- Processes outgoing mail, addresses verification forms, stamps mail and delivers to post office;
- Completes related work as assigned by Executive Director or designee.

Competencies and Skills Requirements:
- Ability to plan and organize assignments and establish priorities;
- Ability to establish and maintain effective working relationships with teammates, residents, and representatives of public and private sectors
- Above average communication skills (oral and written)
- Proficiency in Microsoft Office products, computer software and internet navigation
- Ability to operate common office business machines.
- Bilingual in English and Spanish preferred
- Compassion for helping to address the needs of lower income households
- Ability to lift 30 lbs

Education and Experience Qualifications:
- High School diploma or equivalent required.
- Equivalent combination of experience, education and training.

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.

Guidelines:
The employee performs routine duties by established Agency policies and procedures. The guidelines cover most job-related situations, but the employee may occasionally be required to use independent judgment in making decisions.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
MCHA is an equal opportunity employer valuing diversity and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.
POSITION ANNOUNCEMENT

Office Aide
Working Hours: M-TH 36 Hours
Pay: Starts at $15.50/hr

Mid-Columbia Housing Authority (MCHA) seeks an Office Aide. Provides general office support with a variety of clerical activities and related tasks that support the effective and efficient operation of the organization.

Competencies and skills requirements:

Ability to plan and organize assignments and establish priorities. Ability to establish and maintain effective working relationships with teammates, residents, and representatives of public and private sectors. Above average communication skills (oral and written). Proficiency in Microsoft Office products, computer software and internet navigation. Ability to operate common office business machines. Bilingual in English and Spanish preferred. Compassion for helping to address the needs of lower income households. Ability to lift 30 lbs.

Education and Experience Qualifications:
• High School diploma or equivalent required.
• Equivalent combination of experience, education and training.

A more detailed job description is listed on MCHA’s website (www.mid-columbiahousingauthority.org). Interested candidates should e-mail cover letter and resume that demonstrate minimum qualifications to info@mid-columbiahousingauthority.org with “Office Aide” as subject line prior to initial application deadline of 8/7/2020.

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