



APPLICATION DEADLINE:	October 27, 2017
POSITION TITLE:	Administrative Assistant Most Weekdays 7:30 AM – 2:00 PM Early November thru Mid June – 720 hours annually
DEPARTMENT:	Education
HIRING SALARY MINIMUM:	\$15.00 per hour
REPORTS TO:	Senior Director of Programs

COMPANY SUMMARY:

Junior Achievement: Empowering young people to own their economic success.

Junior Achievement of Oregon and SW Washington's purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement reaches almost 45,000 students annually in relevant, hands-on learning experiences that teach young people to manage their money, plan for their economic future, own their own business, and develop readiness for careers or college.

Junior Achievement associates are known for their passion for the JA mission that brings together business and education to work with students in kindergarten through high school so they are empowered to own their economic success. Members of the JA team interact with community leaders who support JA with their time, treasure, and talent. Junior Achievement of Oregon and SW Washington offers a collaborative, inclusive work environment and the opportunity to impact the lives of young people in our community.

ABOUT JA BIZTOWN:

JA BizTown is a mini town in which kids discover how the "real world" works. After a curriculum that is taught in the classroom, students come to JA BizTown (for a one day field trip) and become citizens, where they work in one of 19 businesses, make personal financial decisions, hold business meetings, pay taxes and donate to a non-profit organization. Students learn how to become a citizen, how an economy works, how to open a bank account, how to apply for a job and run a successful business. This interactive, project based program not only teaches students how to manage their own personal finances and the importance of becoming a successful professional in a community, but it also empowers them to take responsibility for their professional and educational futures.

POSITION CONCEPT:

Assists in data entry and overall office help. Assists with visitors by greeting, welcoming and directing them appropriately. Notifies company **personnel** of visitor arrival. Maintains security and telecommunications systems.

The hours for this position each week will vary. It depends on when we have students in our JA BizTown program on site. Annually we have about 120 days with students. This position will work 6 hours each day we have students. Total of 720 hours each year. There are no weekend or late night requirements. Day typically begins at 7:30/8:00 AM and will end around 2:00 PM. The job will start in early November and end in mid-June each year.

PRIMARY REPOSIBILITIES:

- Ensures accuracy and efficiency in inputting information in Raiser's Edge and BCRM databases
- Welcomes visitors by greeting them, in person or on the phone; answering or referring inquiries
- Directs visitors and gives instructions
- Maintains security by following procedures; monitoring sign in
- Maintains telecommunication system by following manufacturer's instruction for office phone
- Maintains safe and clean reception area by complying with procedures, rules, and regulations
- Contributes to team effort by accomplishing related results as needed
- Special projects to support the mission as assigned

EDUCATION / EXPERIENCED REQUIRED:

- High-level of comfort, literacy, efficiency and enjoyment in data entry work. Bonus if you have experience with Raisers Edge and/or BCRM
- Associates degree or equivalent
- Interpersonal and organization planning skills
- Exceptional attention to detail and commitment to quality
- Self-motivation in a fast paced environment

PHYSICAL REQUIREMENTS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, type, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb.

To Apply:

Send resume with cover letter to:

Gina Huntington, Senior Director of Programs

Junior Achievement of Oregon & SW Washington, Inc.

7830 SE Foster Road

Portland OR, 97206

ghuntington@ja-pdx.org (submission via e-mail welcome)

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.