Administrative Projects Assistant at Community Action Partnership of Oregon (CAPO) in Salem.

CAPO is seeking an individual to fill an important role at our agency. CAPO provides support, training and technical assistance to the 18 member agencies in our network. This position will be responsible for: Grant management and reporting activities including financial and non-financial data reports; coordinating training schedules, subjects, trainers, venues; working directly with state associations, public affairs consultants, community partners, federal reps, etc.; working closely with the CAPO fiscal office to ensure accuracy and compliance of financial records. Key abilities required are: the ability to work with diverse groups of providers and partners; flexibility in dealing with issues that arise on a day to day basis; a good sense of humor; and a commitment to the mission of CAPO. Potential to work less than full time and/or a flexible work schedule. Generous benefit package includes medical, dental and agency contribution to a 401(k) account. Salary range $45-50k/year. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position.  They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. ***Continuation of all positions is contingent upon future funding.*** Send resume outlining previous experience that translates to the responsibilities in this announcement, along with a cover letter describing your interest in this position to: Human Resources, Community Action Partnership of Oregon, 350 Mission Street, SE., Suite 201, Salem, OR 97302, or email to: janet@caporegon.org no later than December 14, 2018. No calls or email requests for information please. *Must be able to start position no later than Feb. 4, 2019.*

COMMUNITY ACTION IS AN EQUAL OPPORTUNITY EMPLOYER

Community Action Partnership of Oregon is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation, veteran status, or other protected status in accordance with applicable federal and state equal employment opportunity laws.  Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.