Bilingual Administrative Assistant

Worksite Location: The Dalles
Work Schedule: 40 hours per week (8:00 A.M. to 5:00 P.M.)
Salary Range: $16.72 - $20.39
Reports to: Operations Manager
Application Deadline: Open until filled

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 we are 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...

- Provide administrative support to various departments and/or managers
- Create and modify documents as requested/needed
- Schedule and support training classes as needed
- Demonstrate good judgment, dependability, punctuality, and conscientiousness.
- Observe confidentiality of clients and fellow team members.
- Other duties as assigned by Operations Manager

Additional Skills and Competencies you’ll need...

- Initiative
- Problem Solving
- Accountability
- Collaboration & Teamwork
- Adaptability
- Motivating and Inspiring Others
- Equity & Inclusion
- Knowledge of technical equipment such as video conference call set up

Education and Experience you need...

- High School Diploma or equivalent
- Bi-lingual Required
- Proficient in Microsoft Office 365
Benefits:

- Health benefits (medical, vision, dental)
- Generous PTO (Vacation, Sick, 11 Holidays + Floater Holiday)
- 401(k) - Fully Vested after 90 days and 5% company contribution after 2 years
- Dog Friendly
- Training Opportunities
- Jury Duty and Paid Bereavement Leave
- Employee Assistance Program
- Covid-19 Safe work environment

Interested?
To apply: Go to [http://nextdoorinc.org/employment](http://nextdoorinc.org/employment) and submit: Cover Letter+ Resume
- By email: recruitment@nextdoorinc.org
- By mail: The Next Door: 965 Tucker Rd, Hood River, OR 97031
- By 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._