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70 Help Wanted

Administrative Assistant Supportive Services for Veteran Families (SSVF)

Salary range: 11.50 – 13.50
depending on experience
Clatsop Community Action (CCA)
is seeking a 1/2 time Administrative Assistant to provide all aspects of administrative support to the SSVF program including records maintenance, data collection and entry, reporting, and HMIS tracking and support. This is a part-time position working 20 hours per week.

CCA Veteran Services, Supportive Services for Veteran Families:
Homeless Prevention and Rapid Re-housing for homeless, or imminently homeless, single Veterans and Veteran families.

CCA's SSVF Program: Clatsop Community Action's grant's goal is to target and assist adult veterans and their families who are literally homeless or at imminent risk of becoming homeless. The SSVF program coordinates with County, State, and Federal veteran-serving

agencies and other service providers to provide case management, homelessness prevention and rapid re-housing to help transition veterans and their families to stable and permanent housing.

Qualified veterans are encouraged to apply!

Job Requirements:

Previous relevant administrative experience required.
Working knowledge of Microsoft Word, Excel, PowerPoint, Outlook, and Adobe products.
Experience in a social service setting preferred.
Experience with the Homeless Management Information System (HMIS), Federal-State data entry systems, or other data entry systems desired.

Any job offer will be contingent upon the results of an updated background investigation and a drug screen.

For a full job description please contact CCA at 503-325-1400.

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