

Orcas Community Resource Center
Community Support Assistant/Energy Programs Specialist
Job Description

About OCRC

The mission of OCRC is to be a community hub for the delivery of social services on Orcas Island. OCRC works closely with local and regional social service providers to help islanders access services needed for their well-being. OCRC also partners with a wide range of local service organizations and businesses to foster a healthy environment and provide a safety net for vulnerable islanders or those experiencing a crisis. In addition to the many volunteers who work with island organizations, several hundred island households contribute financially to support the work of OCRC and its mission.

SUMMARY

The Community Support Assistant performs various general administrative tasks to provide support to OCRC staff and clients. The CSA assists with daily office needs, assists in maintaining a clean and orderly space, and supports the OCRC general administrative activities to facilitate smooth, day-to-day operation of the OCRC office. This position also includes the administration of all Energy Assistance Programs and oversees the operation and maintenance of our client database.

Core Job Responsibilities include, but are not limited to:

- Supporting clients and overall mission of the Resource Center
- Opening and Closing of OCRC office as needed
- Answering phones, directing calls as appropriate, and checking messages
- Filing, photocopying, scanning, & faxing
- Welcoming, supporting, directing, and scheduling of visitors
- Ensuring that the office is clean and orderly for daily operations
- Maintaining Apricot client database and reporting
- Overseeing administration of all Energy and Utility Assistance Programs
- Coordination of Dental Van Services and Applications
- Other programs and projects as experience with the organization grows
- Providing direct support to the Programs Director (PD)
including ad-hoc tasks, duties, & projects

REQUIREMENTS:

- Punctuality, adhering to work schedule

- Proven experience in an office environment
- Excellent time management skills and ability to prioritize work
- Works independently with minimal supervision
- Observes professional boundaries
- Problem solving skills with attention to detail
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multitask
- Team player, communicator, collaborator, positive attitude
- Friendly, discreet, professional demeanor, uses sound judgement
- Accepts direction from supervisors
- Proficiency in Microsoft Suite including Word and Excel
- Knowledge of basic office management systems and procedures
- Working knowledge of office equipment, i.e., printing articles, scanning documents, faxing documents

Details:

Reports to: Program Director

Position is full time

Pay \$22/hr

Benefits include:

Health, Dental and Vision Insurance

Two weeks paid vacation per year

Paid holidays

Sick Pay

IRA contribution