



JOB ANNOUNCEMENT

Yamhill Community Action Partnership (YCAP)
www.yamhillcap.org

POSITION TITLE: Receptionist & Office Assistant
RESPONSIBLE TO: Human Resource & Office Manager

RESPONSIBLE FOR: The Receptionist position is a full-time, non-exempt position that provides general office assistance and reception services to staff and clients. This position is responsible for ensuring clients' needs are referred to the proper staff, that questions are answered, and that a client's experience at YCAP is positive. The position serves as an assistant to each of the primary programs at YCAP, helping with tasks that can be completed at the front desk.

STATUS: Full Time, Regular

SALARY & GRADE: Starting at \$13.00 per hour / Grade D

BENEFITS: Medical, vision, dental, life, short & long term disability, Employer match up to 3% in 401k account.

KNOWLEDGE, SKILLS, & ABILITIES

High School diploma and/or equivalent experience
Knowledge of computers, software programs and office equipment
Skill in verbal and written communications, problem solving, and team work
Skills in internet research and technical assistance
Ability to work independently on multiple projects in a timely fashion
Ability to maintain confidentiality
Ability to work with diverse people, organizations and situations
Bi-Lingual Spanish

JOB DESCRIPTION: Attached

CONTACT: Send Resume, application and cover letter to alainab@yamhillcap.org

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1317 NE Dustin Court PO Box 621 McMinnville, OR 97128 Phone: 503-472-0457 Fax: 503-472-5555
Youth Outreach: 719 E First Street Newberg, OR 97132 Phone: 503-538-8023 Fax: 503-538-2100
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