



## Receptionist and General Office Assistant Job Description (Level 3)

Umpqua CDC is a private nonprofit corporation that was initiated in 1991 to develop affordable housing and promote economic development in Southwest Oregon. For 14 years we have created programs that help low-moderate income people attain self-sufficiency through affordable housing, resident services, micro-enterprise development, and community and economic development.

Our mission is to work for and with low-income people to provide safe affordable housing and community-based economic development opportunities, so that our community may collectively and individually recognize its intrinsic value and realize its potential.

Responsibilities include:

- Answering phones
- Greeting clients
- Filing
- Assisting clients in Umpqua CDC Gift Store
- Typing
- Data entry
- Xeroxing
- Collating
- Mailings
- Assisting staff with various projects

Candidates should have basic office and computer skills, be familiar with Microsoft Office applications such as Word, Excel, and Outlook. We are looking for people who are motivated, self-starters, team players, flexible, able to work with a diverse staff and client population, and work in a fast-paced dynamic environment.