



Domestic Violence · Sexual Abuse · Sex Trafficking  
RESOURCE CENTER

## MAIN OFFICE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

**Job Title:** Main Office Administrative Assistant

**Position Description:** Office administrator for non-profit supporting victims of domestic violence, sexual assault, and sex trafficking. Provide administrative functions and support for program and staff. Manage agency office. Data entry and extracting information for reports. Proficient in Microsoft Office. Maintain safety and cleanliness of facilities. Program-related errands to support clients. Answer agency phones and welcome visitors.

**Location:** Community Works' Main Office  
2594 E. Barnett Rd., Ste. C  
Medford, OR 97504

**Schedule and FTE:** Monday through Friday  
32 hours set schedule each week, within hours of 8am-5pm

### WHO WE ARE

Community Works provides hope, support, and empowerment to anyone impacted by domestic violence, sexual assault, stalking, sex trafficking, or youth transitioning out of homelessness.

Each year we serve thousands of survivors and their children. We provide 24/7 crisis intervention, shelter & housing services, and wraparound, supportive, ongoing services for survivors.

### OUR COMMITMENT

Community Works is an agency rooted in social justice and anti-oppression. Because of this, cultural agility, diversity, equity, and inclusion are of paramount importance and these pieces make up the fabric of our Agency culture. Because we value multiple and varying lenses, we strongly encourage people who are from communities that have been historically disenfranchised to apply. Community Works is an equal opportunity employer, and we welcome everyone to our team. All of our programs, services, and activities are in compliance with federal non-discrimination laws. If you need a reasonable accommodation at any point in the application or interview process, please let us know.

**QUALIFICATIONS:**

- High School diploma or equivalent
- Two years of administrative experience preferred
- Proficient in Microsoft Office, data entry, Outlook, and office equipment
- Work well independently, as part of a team, and part of a fast-paced environment
- Ability to be culturally agile
- Ability to answer phones and welcome visitors professionally

**ADDITIONAL REQUIREMENTS:**

- Good driving record and valid driver's license
- Personal auto insurance with require personal liability minimum of Bodily Injury \$100,000 each person, \$300,000 each occurrence
- Must successfully pass a Background and Abuse Check

**ESSENTIAL FUNCTIONS:**

- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency. Promote Agency in positive manner.
- Establish and maintain frequent, positive communication with team members, share information willingly, and accept and provide feedback in a supportive, non-judgmental manner.
- Encourage teamwork by modeling & cooperative interaction with colleagues, volunteers, and community members. Use good interpersonal & conflict resolution skills.
- Must be culturally agile and sensitive.
- Understanding of domestic violence, sexual assault, stalking, sex trafficking, and oppression.
- Set and maintain limits, and prioritize workload. Work independently, and be highly motivated.
- Maintain cleanliness and security of office space, documents, and Shelter if working at Shelter.
- Data entry for statistical information.
- Type and edit written documents.
- Strong organizational skills, including file maintenance.
- Maintain working order of office equipment and manage safety of office space.
- Provide support to program and staff through data entry and collection, assigned projects, and program-related errands.
- Handle administrative tasks for program.
- Answer agency phones and welcome visitors to office.
- Maintain punctual, consistent attendance.
- Attend Agency and community trainings and meetings as assigned.
- Be flexible and willing to meet Agency needs. Other duties as assigned.