



NeighborImpact

Supporting People, Strengthening Communities.

Bilingual Child Care Resources Program Specialist

Are you Bilingual Spanish? Do you have at least some post high school education? Do you have at least one year of administrative work experience? Do you want to come to work every day knowing what you do helps support your local community? If you are flexible, have a great attitude and want to work for one Oregon's 100 Best Non-Profits, then the Child Care Resources Program Support position with NeighborImpact is for you!

Location: Redmond

Compensation: \$16.59/hour – Non-Exempt

Hours: Regular full-time (40 hours/week)

Benefits: 100% premium paid Medical, Dental, Vision and Life Insurance, Agency paid Retirement plan (up to 6%), almost 16 weeks of paid time total accrual during the first five years (increases after that), plus 10 paid Holidays annually and a separate sick leave accrual

Deadline: Position remains open until filled

NeighborImpact Overview

At NeighborImpact, we change lives by helping Central Oregon families access skills for success, family services, financial assistance, food, housing, weatherization and energy assistance. Our values are Respect, Compassion, Collaboration, Accountability, Integrity, Excellence, Responsiveness, and Oriented towards positive change. We are Leaders in the field of poverty alleviation.

Overview of Key Duties and Responsibilities:

This position is responsible for supporting Child Care Resources staff with reporting, data management, grant/application preparation and special projects. This includes but is not limited to: complex data entry, data analysis, and program reporting.

POSITION QUALIFICATIONS:

- Post-secondary education required. Associates degree preferred
- Bilingual Spanish required
- Two years related experience in a detail-oriented position required - Experience with database management software preferred
- Strong technical data entry skills with attention to detail required
- Excellent English verbal and written communication skills
- Prior to date of hire and throughout employment the following are required: valid driver's license, proof of current auto insurance, access to reliable transportation required and enrollment in Central Background Registry
- Ability to understand office systems and procedures and utilize them in support of overall program compliance
- Ability to learn and use technology programs, reporting requirements and data systems of the agency and various funding sources - Ability to operate various office equipment
- Ability to manage multiple tasks concurrently with strong organizational skills
- Detail oriented and ability to maintain a high level of accuracy
- Demonstrated ability to be prompt and dependable
- Ability to travel between offices occasionally including ability to attend trainings out of the area for up to a week on rare occasions

For further details and instructions on how to apply, please visit our Website at www.neighborimpact.org/jobs

Job Posting – 9/27/19. For a complete job description visit our Website at www.neighborimpact.org and click on the "Work For Us" tab.

NeighborImpact is an Equal Opportunity Employer. Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination. All applications will be considered only on the basis of the applicant's knowledge, skills, and ability to perform the essential functions of the position, with or without reasonable accommodation. It is our established policy to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, pregnancy, gender, sexual orientation, age, national origin, physical or mental disability, military or veteran status, genetic information, citizenship status, or any other protected classification, in accordance with applicable federal, state, and local laws.