

**NOW HIRING - OFFICE MANAGER/RECEPTIONIST POSITION**

Ophelia's Place is a prevention-based, non-profit located in Eugene, Oregon that provides proactive and gender-specific services for girls 10-18. Ophelia's Place is committed to helping girls make healthy life choices through empowerment, education and support. For more information visit our website at [www.opheliasplace.net](http://www.opheliasplace.net). We are currently hiring an Office Manager/Receptionist.

**Hours:** 20-36 hours/week; Monday-Thursday, 10am-6pm, Friday, 10am-2pm

**Salary:** \$14/hour

**Start Date:** September 10, 2018

**Position Description:**

The Office Manager/Receptionist's key areas of responsibility are providing a positive and welcoming reception experience to youth and families, as well as support direct service staff. This position's tasks include but are not limited to, interfacing with youth and parents when they enter Ophelia's Place; answering phone and providing accurate information about our programs and services; receiving payments for service; making reminder calls about scheduled appointments, overseeing office supply purchases, coordinating facility use, and ensuring entry of statistical information in to our youth database. A strong candidate must possess excellent customer service skills and the ability to work collaboratively with staff both confidently and professionally.

**Knowledge, Skills and Abilities:**

- Ability to handle multiple tasks with attention to detail and follow-through
- Experience with Excel, Word, Adobe, email, and database software
- Bilingual (English/Spanish) and Bicultural strongly preferred
- Experience coordinating with a team
- Belief in strengths-based, collaborative approach
- Commitment to self-care and appropriate professional boundaries
- Ability to pass a drug test and criminal background check, and a valid driver's license

Job posting will remain open until filled.

Mail or email cover letter, resume and at least one letter of recommendation to:

River Aaland, Site Coordinator at [river@opheliasplace.net](mailto:river@opheliasplace.net)  
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[www.opheliasplace.net](http://www.opheliasplace.net)