



ROGUE VALLEY COUNCIL OF GOVERNMENTS FOOD & FRIENDS SENIOR NUTRITION PROGRAM Office Specialist II Job Announcement

ABOUT FOOD & FRIENDS

Food & Friends is the only Meals on Wheels program serving Jackson and Josephine Counties. We deliver meals to the homes of seniors and eligible adults with disabilities who are unable to shop or prepare meals due to illness, injury, or disability. Our volunteer home delivery drivers provide vital social contact and a regular safety check to recipients of our meals. In addition to home delivered meals, Food & Friends provides congregate meals to seniors who are aged 60 or older at various meal sites in both counties.

ABOUT THE POSITION

The Office Specialist II position provides a variety of reception and administrative support for the Food & Friends program to include answering a multi-line phone system, responding to public inquiries, performing data entry and word processing, and providing general administrative support. This position also collects Older American Act New Start information for potential program participants, and oversees the scheduling of maintenance for office equipment, meal site kitchen equipment, and program fleet vehicles.

THE PERSON

The ideal candidate is courteous and tactful with the senior population and public, works as an effective team member and can establish and maintain a harmonious work environment. The ideal candidate also has the ability to perform detailed clerical tasks efficiently and with attention to detail and perform multiple tasks simultaneously. This position requires a commitment to supporting the Food & Friends program and the staff and volunteers who make it all possible.

SALARY

Employees will be placed in the salary range based on experience and qualifications. Employees are eligible for a step increase after successfully completing a six-month trial service period and annual step increases thereafter.

Hiring Salary Range: \$17.45-\$19.12 per hour, depending on experience and qualifications. A higher wage may be considered for a more experienced candidate.

Terms: Full-time - 40 hours per week | Non-exempt with benefits



DESIRABLE QUALIFICATIONS

To be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Completion of high school or equivalent plus additional specialized training in office equipment including computers, word processing, spreadsheets, and database software.
2. Experience: A minimum of 2 years of administrative and/or clerical experience.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point-to-point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; obtain and retain an Oregon Food Handler card; demonstrate knowledge and proficiency in the use of computer software to include Microsoft Office Word and Excel.

APPLICATION PROCESS

It is widely stated, and supported by studies, that candidates are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. Our recruitment goals include hiring the candidate who is best able to meet the performance objectives of this role; we encourage people with non-traditional skill sets and experience to apply, even if you don't have experience with every job function listed in the job description. Interested applicants are encouraged to apply as soon as possible. Applications will be considered as they are submitted and the position will be filled when a suitable candidate is identified. For application instructions, please visit "How Do I > Apply for a Job" at <https://rvcog.org/how-do-i/apply-for-a-job/>. A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.

BENEFITS OF EMPLOYMENT

Upon hire or first of the month following the date of hire

- Twelve paid holidays per year
- Up to 96 hours of paid vacation per year
- Up to 96 hours of paid sick leave per year
- Employer paid medical/dental/vision insurance – No employee contribution for full family coverage
- Employee Assistance Program (EAP)
- Optional Flexible Spending Account (FSA)

After 6-month probationary period

- Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- Employer paid HRA contributions of \$125 per month
- Employer-paid Life and Long-Term Disability insurance
- Optional 457(b) retirement plan deductions (Roth or traditional)

Special eligibility periods

- Employer-paid Mercy Flights memberships
- Optional supplemental insurance such as short-term disability, critical illness, and more

WORKPLACE ACCOMMODATIONS NOTICE

Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classification protected by law.

RVCOG VALUES: SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT