

Outreach/Office Assistant Job Overview

Come work at Northwest Home Equity Assurance Program (NWHEAP), a government neighborhood stabilization program. We are looking to hire an experienced Office Assistant to help us keep growing. If you're hard-working and dedicated, NWHEAP an ideal place to get ahead. Apply today!

The outreach/office assistant will report to NWHEAP executive director but will also work closely with other staff members.

Responsibilities for Outreach/Office Coordinator

- Organize and coordinate office operations and procedures
- Maintaining the general upkeep of the premises
- Interact with clients and customers
- Maintain and update all files and records of current and past members
- Identify local events that align with company's mission and goals
- Create and maintain marketing master calendar
- Enters registration attendees from events into Salesforce
- Facilitates customer service-related issues
- Coordinate On-Site Staff for all events

Qualifications for Office Coordinator

- Associates Degree or relevant work experience that demonstrates competencies to meet the job responsibilities.
- Proven experience working in a professional office environment
- High proficiency in technology and Microsoft applications
- Excellent verbal and written communication skills
- High standards of customer service
- Organizational and time management skills
- Great team player
- Ability to sit in front of a computer for many hours a day
- Enthusiastic and passionate

Pay \$25 per hour |Hours Per Week 20 |Hybrid Work:
Four Days Working from Home
One Day in the office