

Job Opening:

Office support

Program: Native American Parent Technical Assistant Center

Part – Time (Approx. 20 hour per week)

Application closing date: **June 16, 2017**

Responsibilities/Role: The Office Assistant will perform the following duties with high level of integrity, utilizing the ethical communication practices. Have excellent skills and knowledge with computer software and programs.

1. Assist with dissemination of materials for website, e-newsletters (constant contact).
2. Prepare announcements for dissemination to Parent Centers and other OSEP Programs.
3. Add tags to NAPTAC materials for the CPIR website monthly
4. Manage and disperse electronic quarterly newsletter.
5. Schedule and coordinate meetings for NAPTAC advisory group utilizing “GoToMeeting”, including recording, transcribing and distributing minutes and filing advisory minutes.
6. Schedule and coordinate GoToMeetings as needed.
7. Recommend and assist Program Manager with continuous program improvement.
8. Participate in the monthly meetings with Program Manager and NAPTAC contractors.
9. Handle reception duties as needed, including answering, screening, and transferring calls; Enter in database system all TA requests.
10. Perform other administrative duties as assigned by Program Manager.

In addition, incumbent will be expected to:

1. Understand and adhere to the organization’s policies, procedures, standards, and expectations.
2. Maintains the highest standard of personal integrity, and engage in meritorious behavior both within and outside of the organization.
3. Manage work time responsibly.
4. Participate and contribute to the evaluation of the program.
5. Participate in conference calls with other TA staff for coordination of information and reduction of duplication.
6. Take responsibility for the needs of self.
7. Participate in *mandatory* NA PTAC monthly meetings.

Position Qualifications:

- Must live in the Grants Pass, Oregon area
- Working knowledge of special education
- Good independent and analytical and decision making skills
- Good organizational skills
- Computer operations skills required in such applications as Word, EXCEL, PowerPoint, Publisher and Outlook.
- Good communication skills
- Must be eligible to work in the U.S.

Please send by email a resume with references

Contact by email or phone:

Judy Wiley (505) 250-4144

Email: Judy@epicsnm.org