

**Japan America Society of Oregon**  
**Part-time, Temporary Office Assistant**

Non-Exempt

Hourly Rate: \$12.50

Part-Time: Up to 4 hrs/day, 4 or 5 days/week, 15 - 20 hrs/week

Period: Present to July 27

Reports to: Assistant Director

**Summary**

The Office Assistant assists the Assistant Director with various office, event and membership-related tasks.

**Essential Duties and Responsibilities**

***Office Systems, Processes & Administration***

Assists the Assistant Director in each of the following areas:

- Mail.
- Phone.
- Greeting visitors.
- Creates and amends documents as needed in Word and Excel.
- Uses the current computer and paper filing systems.
- Maintains task list, submits to Assistant Director and reviews weekly.
- Updates and maintains database upon request.
- Manages own timesheets, forms, and internal administrative procedures.
- Other duties as assigned by the Assistant Director or Executive Director.

***Events***

Assists the Assistant Director in all areas of event preparation and execution as requested.

- Tasks may include registration, name tags, auction items, operations, clean up, awards, and so on.

***Membership***

- Researches organizations and companies using the internet.
- Coordinates initial contact by phone and/or email in English and/or Japanese as needed.
- Creates and manages database of interactions.
- Creates, manages brochures, collateral.

***Communications & Bilingualism***

- Utilizes both English and Japanese appropriately in business situations

## **Minimum Qualifications**

- High school diploma or general education degree (GED); or equivalent combination of education and experience.
- Proficient in Japanese and English.
- Office experience.
- Event management experience.
- Proficient with computer applications including Word, Excel, Outlook, database management.
- Experience working with volunteers.

## **Minimum Skills**

1. Reads, writes, speaks, understands Japanese and English fluently.
2. Can act independently to complete tasks without supervision.
3. Passionate about JASO's role and mission.
4. Well-organized.
5. Effective under stressful situations that demand timely completion of tasks.
6. Strong computer skills.
7. Punctual, professional demeanor.
8. Able to work in an office environment and concentrate for periods of time.

## **Disclaimer**

This job description in no way states or implies that these are the only duties to be performed for this position. This job description is not an employment agreement or contract. The employee will be required to follow any instructions and perform any other job-related duties upon request by the Executive Director, who may change or modify this job description at any time without notice.

JASO is an Equal Opportunity Employer.