



OFFICE ADMINISTRATOR

South Central Oregon Economic Development District (SCOEDD) and its non-profit Klamath Lake Regional Housing Center (KLRHC) are seeking an innovative, resourceful, energetic, and dynamic Office Administrator. The Office Administrator will be expected to serve as part of a professional team that delivers economic and community development programs and services. The position requires a team-member approach in an ever-changing, fast-paced, pressured environment.

The Organization

SCOEDD is part of a nationwide network of 382 multi-county Economic Development Districts (EDDs) designated by the U.S. Economic Development Administration (EDA). It is also classified as a Special District 190 working for the communities of Klamath and Lake Counties.

EDDs are focused on strengthening local governments, communities and economies through regional collaboration, comprehensive development strategies and program implementation. A policy board of local elected officials, along with business, education and citizen representatives governs and sets the priorities for the region.

SCOEDD's mission is to create a vibrant business and community environment while improving the standard of living for all Klamath and Lake County residents. Our vision is a diverse economy that can withstand economic impacts and create resiliency within our business infrastructure and natural environments. We value our local renewable resources, the resourcefulness of our people, and our willingness to work together for the mutual benefit of both Klamath and Lake Counties.

Responsibilities / Duties

The Office Administrator will be responsible for performing a variety of administrative, technical, and professional work to keep the office running smoothly and efficiently.

Primary responsibilities will include, but are not limited to:

- Office receptionist and greeter. Answers the telephone promptly and direct calls appropriately
- Undertaking administrative tasks, ensuring the rest of the staff has adequate support to work efficiently
- Coordination with vendors; relationship building with partners
- Keeping records and reports up to date, filing
- Schedules and coordinates board meetings – prepare meeting notes and disseminates
- Support budgeting and bookkeeping procedures
- Website updates
- Keep stock of office supplies and place orders
- Assist colleagues whenever necessary

Qualifications

- Strong written and communication skills, excellent interpersonal skills – team player
- Strong organization skills

- Self-motivated and driven; able to work independently as well as group setting
- Ability to adapt and pivot as situations arise
- Must be able to work with sensitive information and maintain confidentiality – high ethical standards
- Must be able to maintain a positive professional image of SCOEDD and KLRHC in the community
- Excellent knowledge of MS Office (strong excel skills) and office management software
- Ability to pass and maintain credit and criminal background checks

Salary / Benefits

- Flexible work schedule with opportunity to grow
- Great work environment / supportive colleagues
- Ten (10) paid holidays
- Salary, vacation time, retirement plan dependent upon agreed work schedule

Location

The position is based at SCOEDD's main office, 803 Main Street, Klamath Falls, Oregon.

To Apply

Interested professionals should email a resume, cover letter, and three professional references to scoedd@scoedd.org. Position will remain open until filled. Please note that only electronic submittals will be accepted.

SCOEDD is proud to be an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline or discharge, will be based on merit, competence, performance, and organizational needs. We do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, military service, or any other status protected under federal, state or local law.