

Oregon AFSCME

Oregon AFSCME believes in economic and social justice for all Oregon workers and their families. Our mission is to empower and unite workers to create change in their workplaces and communities. Oregon AFSCME represents over 35,000 workers in the public sector. Our members work for the State of Oregon in addition to counties, municipalities and behavioral health nonprofits across Oregon as well as self-employed child care providers.

Office Specialist – Portland, Oregon

Oregon AFSCME is now accepting résumés from people with a passion for helping workers fight for more fair and equitable workplaces.

We are currently seeking to fill an **Office Specialist** position. This position performs a wide variety of administrative support and project management work and requires strong communication and organizational skills.

Applicants must be highly skilled in Microsoft Word, Excel, Google Suite, and be experienced in data input. This position performs work with general supervision and the applicant must be self-motivated and able to prioritize and effectively manage many tasks.

This position is covered by a collective bargaining agreement. Pay range \$22-\$31/hour and health insurance, long term disability, life insurance and retirement benefits included. Priority to resumes and cover letter received by June 1, 2023.

Candidates with bilingual or multilingual skills or union experience are encouraged to apply.

Send resumes and cover letter to: [hiring@oregonafscme.org](mailto: hiring@oregonafscme.org)

Priority Deadline: June 1, 2023