Oregon AFSCME
Fight for more fair and equitable workplaces.

Office Specialist – Salem, Oregon

Oregon AFSCME Council 75 is now accepting resumes from people with a passion for helping workers fight for more fair and equitable workplaces.

Oregon AFSCME is a fast growing union, representing over 33,000 public and non-profit employees.

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. This position is 32 hours per week.

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

Send resumes and cover letter to: hiring@oregonafscme.org

Priority Deadline: July 20, 2023