



Bilingual Off-Site Secretary

Immigrant Connection PDX | <https://www.columbiaview.org/immigrant-connection-pdx> |
16700 NE Halsey St | Portland, OR 97230 | 971.202.2073

Reports to: Program Director (David)

Position Hours: Flexible

Position Pay: Volunteer

Position Summary: provide bilingual phone support for ICPDX office staff while off-site (*ICPDX office is available to work from if desired, but not required.*)

Job Qualifications:

- (1) Bilingual (Spanish/English)
- (2) have a basic understanding of how to operate a smartphone.
- (3) have flexible hours of availability

Job Responsibilities:

- (1) Be available to answer the phone when someone calls our ICPDX number (971.202.2073).
- (2) Schedule clients using google calendar for Thursday's
 - 10a-4p @ CVWC
 - 6-8p @ GCC (*ONLY last Thursday of the month*)
- (3) Communicate with ICPDX office (drannabargar.ic@gmail.com) a brief description of each call you take:
 - date of call
 - name
 - what did they call about?
 - next steps?

Works Directly With:

ICPDX office (David and Serena)

To apply:

e-mail drannabargar.ic@gmail.com with Bilingual Off-Site Secretary in the subject field. Our office will respond within 2-3 business days.

