

**(JOB DESCRIPTION MODEL for 2017  
ODE College to County Mentorship Program)**

**SEASONAL TEMP POSITION:** June through September

**SALARY:** \$18.08 hr. (20-40 hours per week, Monday-Friday)

**LOCATION:** Multnomah Building (501 SE Hawthorne Blvd., Portland, OR 97214)

***Department solicitation and Department or Division description:***

The Aging, Disability & Veterans Services Division, Adult Care Home Program, is seeking qualified candidates for a temporary position to assist with organizing its annual conference and updating informational materials for Adult Care Home providers. The Adult Care Home Program regulates and licenses Adult Care Homes in Multnomah County. Adult Care Homes are homelike settings that provide 24-hour care for older adults and adults with disabilities.

***Job Task Description:***

This position will assist the Training Coordinator in planning and implementing an annual conference for adult care home providers. This is a one-day event with approximately 150-200 attendees, 9-12 conference sessions and 15 vendors. This position will also assist in developing print and web-based materials such as public information documents, brochures, training materials and other information for the Adult Care Home program. Tasks will include event planning and coordination, recordkeeping, communicating with vendors and presenters regarding event details, reviewing and coordinating materials, drafting written communications, designing web and print content, and routine office tasks such as data entry, filing, compiling reports, collecting data and handling sensitive information.

***Knowledge/Skills/Abilities Required:***

- Verbal communication skills: communicating effectively with conference vendors, trainers, participants and other professionals.
- Written and technical communication skills: communicating effectively in writing to meet the needs of the audience; technical communication skills such as document design, layout, and proofreading.
- Organizational skills: strong organizational skills including tracking details and deadlines.
- Time Management: effectively managing time and attendance.

***Special Requirements:***

- Experience or study in public relations, communications, marketing or events management is desirable.
- Interest in or knowledge of human services or public administration is desirable.

- Familiarity with inclusive language; communicating with a diverse population and communicating about older adults and adults with disabilities, including intellectual/developmental disabilities and mental health disabilities.
- Possession of valid driver's license is desirable.

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

**Application Instructions:**

Please fill out and submit an application for this position through the form link provided by your program coordinator. The deadline for submitting online application is March 31, 2017.