



## Job Posting

### Aging Well Program Assistant

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to preventing HIV infections, supporting and empowering people living with or affected by HIV and eliminating HIV-related stigma and health disparities. Learn more about us at <http://www.cascadeaids.org/>.

CAP is excited to announce that we are currently hiring an Aging Well Program Assistant to provide administrative support for programming to improve the wellbeing of aging adults living with and affected by HIV, their friends and families, and professionals in the field. This is a part-time 0.5 FTE position reporting to the Aging Well Team Lead.

#### Responsibilities include:

- Strengthen and maintain systems for data collection, including a confidential contact list.
- Compile resources about aging adults living with and affected by HIV.
- Provide support to a Long-Term Survivor Leadership Caucus, including arranging transportation, catering, child care and other assistance.
- Provide administrative support to the Oregon Aging Well with HIV coalition, including preparing and distributing meeting notices, meeting minutes and related items.
- Provide administrative support for educational/social events, to include the planning and coordination of the event as directed by the team lead.
- Make travel arrangements for incoming and outgoing trips.
- Data entry for the Aging Well web portal.

The person in this position is stationed in CAP's Davis Street office, but periodic travel is required. Occasional evening and weekend work is required. This is a non-management, union-represented position.

#### Required Qualifications:

- Associates Degree in social services, administration or related field or equivalent experience providing administrative support
- Demonstrated computer proficiency using Microsoft Office software and working knowledge of the internet
- Excellent written and oral communication skills, especially with people who may need additional patience and support
- Demonstrated ability to manage detail-oriented processes, prioritize work projects, and meet deadlines
- Ability to effectively solve problems

- Ability to work independently or within a team, exercise sound judgment, and exhibit discretion and professionalism at all times
- Demonstrated ability to effectively collaborate with others
- Ability to cultivate and maintain professional as well as informal multicultural relationships at all levels, while maintaining appropriate boundaries at all times
- Ability to travel in the local area as appropriate for the program
- Valid driver's license and access to a reliable vehicle
- Successful experience working with ethnic, racial, economic, sexually, and gender diverse populations, and especially with older adults
- Available to work infrequent evenings and weekends as needed or appropriate for the program
- Proven ability using skills like active listening, patience, tact, etc. to gather data and build relationships

**Preferred Qualifications:**

- Awareness of the needs and experiences of aging adults
- Awareness of the needs and experiences of people living with HIV, including gay men and the larger LGBTQ+ community and women

**Compensation: \$19,439.60** annual, paid at **\$18.69** hourly with anticipated 20 hours / week; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

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| <b>NOTE: This is a union represented position.</b> |
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**Closing Date:** Open until filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

- 1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for, 2) your resume, and 3) a completed CAP Employment application (available at <http://www.cascadeaids.org/about/careers/>) to:**

Cascade AIDS Project  
Aging Well Program Assistant  
520 NW Davis St., Suite 215  
Portland, Oregon 97209

Fax: 503-223-6437

Or by email to:

[jobs@cascadeaids.org](mailto:jobs@cascadeaids.org)

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer  
People of color, women, LGBTQ individuals and people living with or affected by HIV are strongly  
encouraged to apply