

**Application Instructions for Administrative Assistant/Receptionist**

**(a.k.a. Membership Support Specialist)**

Special Districts Association of Oregon is in search of their next

**Membership Support Specialist**!

**The mission of Special Districts Association of Oregon is to assist special service districts in providing cost-effective and efficient public services to the people of Oregon. This entry level position with SDAO offers an exceptional benefits package, paid holidays, sick and vacation accruals, and much more!**

If you are interested in applying for the position of Administrative Assistant/Receptionist

(a.k.a. Membership Support Specialist) please submit the following:

1. A current resume
2. A completed SDAO employment application

Please provide your full application packet to [hr@sdao.com](mailto:hr@sdao.com).

This position is open until filled with first review being May 24, 2021.

For questions, including hiring salary information, please contact hr@sdao.com