Kairos has an exciting opportunity for a Development Assistant at their Administration building in Grants Pass**.** TheDevelopment Assistant is responsible for providing administrative support to the Development Department and Administration Building.

Kairos is a non-profit, multi-service mental health agency that provides a comprehensive array of services and support to children, adolescents, young adults, and families struggling with trauma and other mental and behavioral issues. Known state-wide and nationally for innovation, quality, and accountability in its provision of services, Kairos is committed to continuous learning and grounding of evidence based treatment models and emerging best practices in mental health through partnerships and training opportunities with leaders in the mental health field. Over the many years it has grown in scope and now operates out of five counties. Kairos is licensed by the Oregon Department of Human Services and certified by the Oregon Health Authority, and has been accredited by The Joint Commission since 1984.

Successful candidates will have three years college OR related experience OR equivalent combination of education and experience. Related experience includes business communications, computer applications, fundraising, and common business practices. Computer/word processing skills (65+wpm); knowledge of Excel, organizational skills; oral and written communication skills are required. Applicants will also need to have the ability to pass a background check and a Medicaid fraud check. Qualified candidates are required to have a valid driver's license with 3 years minimum driving experience and hold a safe driving record.

This is a full-time position, working Monday-Friday, 8:30 a.m.-5:00p.m.Depending on the candidate’s experience, compensation ranges from $13.72-$19.04 per hour. In addition, all full-time employees with Kairos are eligible to participate in a number of agency-sponsored benefits. Kairos offers a comprehensive employee benefits program, including: Up to 96 hours of paid time off the first year, up to 40 hours of sick leave per year, 6 paid holidays per year (after 90 days of employment), health, dental, and vision (on the first of the month after 30 days of employment), life/ AD&D insurance ($20,000 for employee and $2,000 for spouse and dependents), 401K retirement (up to 3% employer matching and additional 3% contribution from employer after 1 year), and an employee assistance program (EAP) applicable to all members of the employee’s household.

Kairos requires all applicants to complete an employment application to be considered for any open positions. While we sincerely appreciate all applications, only those candidates who are meet minimum qualifications and are selected for an interview will be contacted.

EEO Employer/Veterans/Disabled