

Dougy Center Position Announcement

PROGRAM ASSISTANT



ABOUT DOUGY CENTER

Community. Connection. Acknowledgment.

The mission of Dougy Center is to provide grief support in a safe place where children, teens, young adults, and their families can share their experiences before and after a death. We provide support and training locally, nationally, and internationally to individuals and organizations seeking to assist children who are grieving.

The First Peer Grief Support Program for Children

Founded in 1982 in Portland, Oregon, Dougy Center started the first peer grief support groups for children and has become a world-renowned model for bereavement support for all ages, known as The Dougy Center Model. Dougy Center is named for its inspiration, Dougy Turno, a 13-year-old boy who came to Portland, Oregon to receive treatment for an inoperable brain tumor. [Read more](#)

Award-winning Workplace

Dougy Center has been recognized for many years as a “100 Best Nonprofit to Work for in Oregon” by *Oregon Business* magazine. *Oregon Business* named Dougy Center as a “100 Best Green Workspaces in Oregon.” Dougy Center is also one of *Portland Business Journal’s* “Most Admired Non-Profits.” With our mission in mind, we are committed to engaging in intentional dialogue to foster a community based on our organizational values of respect, integrity, stewardship, and excellence. We believe that every staff member brings a unique perspective and skills to our team and are actively searching for new people to bring new perspectives and ideas to the work we do.



THE OPPORTUNITY

As Program Assistant, you will be responsible for providing a warm welcome to the Dougy Center community, which includes participants, volunteers, community partners, and other visitors to our SE Portland location. In addition, you will provide administrative support to the program team, such as directing calls, maintaining calendars, interacting with the participant and volunteer database, ordering supplies, and providing some event and training assistance, among various other responsibilities.

EXPERIENCE

- Three-plus years of professional experience in an administrative support role
- Bachelor’s degree in a social service field (or relevant experience) and an understanding of the grief process are extremely helpful
- Excellence in verbal and written communication skills, organizational abilities, attention to detail, adaptability, and computer skills are required



Continued...

- Demonstrated sensitivity to participant sharing, story and communication of personal grief narratives
- Commitment to the agency's mission including learning The Dougy Center Model and our organizational framework around death and dying; commitment to diversity, equity, and inclusion and values
- Ability to work in-person, mostly at our SE Portland location (3909 SE 52nd Ave)

SALARY, BENEFITS, AND EMPLOYEE STATUS INFORMATION

- \$22 to \$25 per hour, depending on experience
- Full-time, non-exempt employee status
- Employer-paid medical, vision, and dental coverage
- Employer-matched retirement fund
- Life and disability insurance
- Dog friendly office
- Mileage reimbursement available

HOW TO APPLY

Please send a cover letter and chronological resume to our search consultant, Kathy Kniep, at kathy@kathykniep.com, by **March 1, 2025**.

An email acknowledgment will be sent to all applicants within two business days. If you do not receive an acknowledgment within that timeframe, please contact Kathy Kniep, kathy@kathykniep.com or 503-309-3433.

All inquiries will be handled confidentially.

The position will remain open until filled.

Not sure if you should apply? Please call Kathy Kniep with questions at 503-309-4433.

EQUAL OPPORTUNITY EMPLOYER

Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. Frequently cited statistics show that women and underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria listed above and feel you may be a good fit for the role, Dougy Center encourages you to apply. We will provide accommodation during the recruitment process upon request. Information received relating to accommodation will be addressed confidentially.

Since 1982, we have...

...been an international authority on childhood grief;

...trained more than 500 programs worldwide on The Dougy Center Model;

...helped more than 60,000 children, teens, young adults, and their families who were grieving;

...served on national and international agencies (i.e. the FBI's Children & Mass Tragedies Workgroup) and associations (i.e. International Workgroup on Death, Dying, and Bereavement); and

...supported thousands of listeners through our Grief Out Loud podcast episodes, which have been downloaded over 1 million times.

