



Office Assistant Job Description

Purpose: To join a dynamic team in building better futures for youth by supporting the day-to-day operations of our small non-profit organization.

Status: Non-exempt position, 15 hours per week.

Essential Functions:

1. **Administrative Support:** This position is responsible for providing general administrative support as needed to the director and program coordinators; including but not limited to:

- Performing basic bookkeeping tasks including processing of monthly invoices, mailing checks, and making deposits
- Purchasing office supplies as needed
- Preparing for Board of Directors meetings by printing agendas, minutes, and other documents
- Maintaining organizational files and documents
- Managing repair and maintenance of office equipment, including computers, phones and printers
- Maintaining donation tracking system
- Performing general administrative support

2. **Program Support:** This position is responsible for providing administrative support to SVCN's programs; including but not limited to:

- Coordinating the Weekend Power Packs program to ensure that student needs are being met and the program is running smoothly
- Providing support to the Youth Success! Mentoring program
- Assisting with other programs as needed

3. **Communications:** This position is responsible for supporting communication efforts throughout the organization; including but not limited to:

- Maintaining and updating electronic newsletter recipient list
- Assisting with monthly electronic newsletters and the annual report
- Coordinating website updates (including blog) and Facebook posts
- Maintaining a master calendar as well as the website events calendar
- Communicating key events to other organizations who keep community calendars
- Assisting with donor communications, specifically thank you letters
- Taking on additional tasks as directed by the Executive Director and program coordinators

Qualifications: The desired candidates should:

- Be interested in and committed to SVCN's mission
- Be proficient with spreadsheets, databases, and word processing
- Be able to multi-task and prioritize in a dynamic work environment
- Possess strong attention to detail and ability to work as a team member with minimal supervision
- Demonstrate solid written and oral communication skills and excellent phone skills
- Be able to develop effective work plans, organize details, set priorities, and meet deadlines
- Enjoy working with people
- Be open to learning
- Be able to operate and troubleshoot standard office equipment
- Be a self-starter who is capable of thriving in an autonomous work place

Familiarity with Mail Chimp, Word Press, and Little Green Light is a plus (but not required)

The Snoqualmie Valley Community Network is an Equal Employment Opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.

Job requirement and qualification:

Candidates should have their high school diploma and a minimum of two years related experience; nonprofit experience a plus.

Compensation:

The successful candidate can expect to work 15 hours per week. Pay rate ranges from \$14-\$17 per hour depending on experience.

Benefits:

SVCN is a small nonprofit and we currently do not offer additional benefits.

Work conditions:

SVCN staff currently work in an open space environment. This position will primarily be onsite office hours.

Contacts/references:

Two references required upon request. One needs to be a former employer.

To Apply:

Please submit a cover letter and resume to Laura Smith at laura@svcn.info no later than 10/25/18.