



Position Announcement Part-Time Office Administrator

The Greater Gig Harbor Foundation, a 501(c)(3) nonprofit organization serving the greater Gig Harbor and Key peninsula communities, is a young, dynamic community foundation. We seek a motivated community-centered person with a proven track record in office administration, and database management. The ideal candidate can 'hit the ground running,' has excellent communication skills, keen attention to detail, is a quick learner, and loves variety. Experience in the nonprofit sector is a plus.

POSITION SUMMARY:

Working under the supervision of the organization's CEO, the successful candidate will be responsible for administrative and communication duties including, donor database management, office support, and general data entry. This position is 15 hours per week and may evolve to a full time position in the future.

Qualifications:

- Organized and efficient, with excellent follow through skills.*
- Strong written and verbal communication skills.
- Proficient with Microsoft Office (Word, Excel, PowerPoint).*
- Self-motivated, with ability to learn new technology and software quickly.
- Personable, positive, and enthusiastic attitude.
- Able to multi-task, meet deadlines and strict confidentiality guidelines.
- Keen attention to detail and a commitment to high quality work.*
- Ability to deal effectively with a variety of people and work in a team environment.
- Interest in community issues of the greater Gig Harbor and Key Peninsula are a plus.

Essential Duties & Responsibilities:

- Respond to telephone, email and walk-in inquiries and direct messages to appropriate staff person
- Handle a variety of tasks for the office, such as collecting tuition payments and donations, issuing receipts, filling and purchasing needed supplies
- Collect, process and distribute incoming mail as well as compose and send correspondence for other office staff
- Handle maintenance requests, questions, and other concerns according to company procedures
- Coordinate meetings and maintain the conference room schedule to ensure no duplicate bookings
- Create and update records and databases with personnel, financial and other data
- Performs other special projects and duties as assigned

Training: Committed to acquiring and maintaining proficiency through training as requested.

Position Open: Immediately

Compensation: \$13 - \$15 p/hour DOE

To Apply: Please send the following – (1) resume, (2) cover letter, and (3) two references to: GGHF Executive Committee, by email to: admin@gigharborfoundation.org.