

September 2018

The Orcas Senior Center Nonprofit is seeking an Administrative Assistant to perform office tasks that support the Operations Committee and programs of the Senior Center.

Duties & Responsibilities

This position supports the Orcas Senior Center with the following duties including, but not limited to:

- Data Entry: Maintain membership database, update the Google calendar of programs, rentals and classes, and track program and activity attendance.
- Communications: Oversee main email account, use mail merge to print address labels, membership cards, thank you notes and flyers, pick up and process mail, and send MailChimp email updates.
- Accounts Receivable: Collect payment information and processes payments and donations.
- Meetings: Attend monthly Operations Committee meetings to take minutes, and prepare and print meeting materials.

Preferred Skills & Qualifications

The following skills and qualifications are preferred, but not limited to:

- Diverse and extensive computer skills are essential in this position, including a high level knowledge of Microsoft Office (Excel, Word, and Publisher experience required), experience with large scale mail distributions and printing using Mail Merge, and typing speed of at least 40 wpm. MailChimp and Google Calendar experience preferred.
- The successful applicant will have excellent organizational, time-management, and problem-solving skills, as well as exceptional verbal and written communication skills.
- Applicants must have the ability to track and prioritize numerous tasks at once, as well as be responsive to the various needs of staff, volunteers and members.

This position reports to Sara Boyle, Executive Director of the Orcas Senior Center (the Orcas District of the Senior Services of San Juan County 501(c)3 nonprofit organization), who will determine hours and assignments.

This part-time position (**15 hours per week**) is paid at the rate of **\$15 per hour**; payroll taxes including L&I are included; 2 weeks paid time off per year; no other benefits are offered.

To apply for this position or for more information, please send your cover letter and resume to Sara Boyle at ois.cfa@gmail.com or call 360-376-7723.