

**Position: Administrative Assistant/ Office Manager****Reports to:** Senior Outreach Director**Location:** Vancouver, WA, USA**Pay:** \$18 per hour**Schedule:** Part-time. 15 hours a week. 12-hours in-office, 3-hours remote.**Contract Term:** 4-months | Contracts are renewable at the end of each term for up until a year or longer depending on grant funding.**Why Work Here?**

This is an excellent opportunity for entry-level, recent college graduate or a mature student to get hands-on project management and team coordinating experience. Odyssey World International welcomes creative approaches matched with common sense to help bring communities together. Our work is dedicated promote social justice for people impacted by poverty and discrimination. When you join our team, you will learn how a successful, volunteer-based non-profit runs from the inside out. This is a great opportunity to learn, grow, and lead.

**Position Summary:****Odyssey World International Education Services is about****CARE: Community Outreach, Advocacy, Resource Referrals, and Education**

We keep our ear to the ground and our voices aloud. This position will provide direct assistance to our Senior Outreach Director. The Senior Outreach Director has a demanding schedule that requires non-stop boots-on-the-ground and collaboration. As the administrative assistant, you will provide the additional support that will allow for the Senior Outreach Director to continue in what they do best, relationship building and community engagement. We are seeking a professional, reliable, tech-savvy administrative assistant who is able to handle a wide range of tasks as detailed below.

**Duties and Responsibilities**

- In-office Client Interactions: Handling initial client intake paperwork and inquiries across several platforms (in-person, phone, email, website form submissions)
- Manage calendars, set/confirm/ reschedule appointments, notify shareholders of upcoming events through various communication platforms.
- Direct potential volunteers to the volunteer coordinator
- Develop and implement a partner, committee, and funder database for tracking contributions and projects for term duration.
- Manage incoming communications, welcome clients, serve as first point of contact.
- Attend shareholder meetings, keeping minutes, informing OWI staff of developments from the meetings.
- Keep inventory of supplies and making orders, documenting spending, and accurately reporting expenditures.
- Stay current on local events that warrant our engagement as they aligns with our mission and values

## Qualifications and Skills

**Education:** Some college, or completed degree; preferred fields: marketing, education, human resources, non-profit leadership, or business administration

**Experience:** **2+ year of professional or volunteer experience in one of the following areas-** office management, administrative assisting, human resources, program coordinating, supervising or management in other fields

Relevant experience not listed above will also be considered.

### Computer Skills:

- MS Office suite (Word, Excel, Powerpoint) and Google equivalents (Google Docs, Slides, Forms, Shared drives, file sharing). Knowledge of Microsoft Access or other databasing tools is a plus.
- Social Media (Instagram, Facebook, Youtube, Twitter)
- Familiarity with calendar apps (Calendarly, Outlook, Google) and appointment setting functionality
- Proficient with Zoom and other video conferencing apps (can set meetings, can attend meetings, can share meeting information)

**Tech Aptitude:** Demonstrated proficiency in learning new apps, locating resource for troubleshooting apps, and the ability to teach basic usages of apps to others.

### Communication:

- **Strong verbal communicator**, comfortable public speaking, leading activities, explaining policies and tasks to others, comfortable greeting new people
- **Professionally- toned writing ability-** Conscientious and detail-oriented when posting able to proofread posts. Aware of tone when emailing organization partners, clients, and other volunteer staff

**Resourcefulness:** Able to ask for help when needed and willing to find answers or solutions through online resources. Self-motivated, problem solver

Applicants should have a valid driver's license and/or access to reliable transportation.

Applicants must be eligible to work in the US.

Hiring is contingent upon results of a criminal background check.

**To apply, submit your resume, a cover letter, and the contact information for 2 professional references via email to:**

**Info@odysseyworld.org**

**Contact: Karen Morrison**

