



10002 14th Ave. SW | Seattle, WA 98146 | (206) 767-1662 | westsidebaby.org

Office Administrator Job Posting

January 2022

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing, and equipment.

The Office Administrator is responsible for the smooth running of WestSide Baby's administrative office and facility systems, managing office scheduling, building maintenance, deliveries, ordering supplies, and working with facility vendors. This position is also the first point of contact for the public as they enter our offices or contact us by phone or email. The Office Administrator greets visitors, keeps our front-facing communication systems current, and provides information about our programs, connecting the public and our partner providers with other key members of staff whenever needed.

This is a full-time, 40 hours a week, non-exempt position based out of our White Center, Seattle office. An estimated 20% of the job functions can be performed remotely, with an 80% onsite work requirement. This position reports to the IT & Business Systems Manager. Hourly rate is \$18 - 19.47 depending on experience; generous benefits package, PTO and holiday pay available. Schedule includes occasional evening and weekend hours.

Core Responsibilities

Office Administration and Reception (60%)

- Monitor and respond to WestSide Baby general email and phone inquiries, and triage to other departments as needed
- Process incoming mail, checks and invoices
- Order supplies, and monitor office supply and facility budgets
- Greet in-person visitors and receive package deliveries, assist volunteers with check-in for activities
- Manage facilities issues; schedule maintenance and repairs
- Renew corporate licenses and permits as needed
- Support the organization and management of overall office shared digital files
- Annually audit office equipment and utilities costs for improvement and cost-savings
- Keep office printers and business equipment working, arranging for service and replenishing supplies as needed
- HR support - post open jobs on requested websites, keep employment application email inbox organized, support hiring on-boarding process, set up office spaces for new hires with equipment and supplies

IT /Business Systems Support (30%)

- Maintain and update the office-wide phone answering system
- Assist with setup, organization and maintenance of computer and digital equipment

- Perform first-level desktop support for phone or computer access issues and set up, documenting requests, and escalating as needed
- Apply software or anti-virus updates and support IT maintenance record-keeping
- Manage staff contact lists, shared mailboxes and email distribution lists and inform the website management team of related changes

Board of Directors Support (10%)

- Schedule Board and Committee Meetings and maintain Board calendar, distribution lists and rosters
- Collect and distribute agendas, reports, and documents to support Board meetings, sending meeting reminders as needed and posting Board documents for prior review
- Maintain Board site and records, ensuring required forms are regularly completed, and governance documents are up to date and accessible
- Support on-boarding of new Board members
- Provide any needed documentation (minutes, agendas) to support annual audit
- Physically set up Board meeting spaces or arrange for virtual meetings

Required Skills/Abilities

- Excellent interpersonal and customer service skills
- Excellent verbal and written communication skills
- Strong organizational skills
- Proficient with Microsoft Office Suite or related software including Outlook (advanced), Word, Excel, SharePoint, Teams or Zoom
- Experience with eTapestry or other donor management or CRM software preferred or demonstrated ability to learn to use such software
- Bilingual a plus, as is knowledge of or background with the populations we serve

Required Education and Experience

Studies have shown that women, people of color, and those from other underrepresented groups are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and we encourage you to think broadly about how your background and skills might make you a valuable member of our team in this role. We are looking for a minimum of 2 years of professional experience in office administration or the non-profit sector.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer and viewing monitor/lit screen
- Ability to work in standard office lighting
- The physical demands and work environment described must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable to individuals with disabilities who are otherwise qualified to perform the essential functions.

To Apply

Submit a resume and cover letter or video addressed to Tiffany Mathisen, IT & Business Systems Manager, to employment@westsidebaby.org with "Office Administrator" in the subject line. This position is open until filled, with a **priority deadline to apply by January 23; applications will be reviewed on a rolling basis as they are received.** Our hiring process involves a 3-step process: 1. Qualified applicants will be contacted for a phone

interview; 2. Candidates who advance will be invited for a full (virtual) interview and; 3. Finalists will participate in a more casual team interview including a site tour.

WestSide Baby values diverse perspectives and life experiences. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. We encourage individuals of all backgrounds to apply including people of color, immigrants, refugees, LGBTQ, women, people with disabilities, and veterans. As an organization, we collaborate closely with many different communities around King County and value an equitable organizational structure that can contribute to equitable access to basic essentials for children.

Equal Employment Opportunity

WestSide Baby is an equal opportunity employer. Employment decisions are based on merit and business needs. It is the policy of WSB not to discriminate against employees and applicants based on race, color, citizenship, status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law, with respect to recruitment, hiring, training, promotion and other terms and conditions of employment. All employment decisions shall be consistent with the principle of Equal Employment Opportunity.