

Administrative Assistant – Work Study: Provide office assistance to help ensure smooth operating programs. Confirm address information, send email, produce thank you notes, maintain files and other office related tasks. Two open positions, 12 – 19 hours per week, \$9 - \$12 / hour

Two positions open – your must be a student and be Work Study eligible with your school to apply. Our office is in Magnuson Park in northeast Seattle (Metro Bus Route 75 and just off the Burke-Gilman Trail): 6344 NE 74th Street, Suite 102, Seattle WA 98115

Application Process:

- A. Documentation from your school that you are Work Study eligible (usually a one page document) -- required
- B. One page resume -- required
- C. Cover letter that responds specifically to the following questions -- required:
 - 1. Why do you want to be an administrative assistant – work study for the Outdoors for All Foundation? What makes you the right candidate for us?
 - 2. Do you have experience working in a small office?
 - 3. On a typical work day, an administrative assistant may be answering phones, processing the day’s mail, filing records, addressing envelopes for thank you notes, or making phone calls to board members to remind them of committee meetings. Do you have experience in tackling projects like these or relatable volunteer experiences like these?
 - 4. Have you had to juggle the demands of school and part-time work before? If so, please describe your experience in doing so.
 - 5. What do others describe as your strengths?

Please submit cover & resume to info@outdoorsforall.org or via USPS Mail to:

Outdoors for All

Administrative Assistant Hiring Committee

6344 NE 74th St, Suite 102

Seattle WA 98115