



Administrative Assistant Work Study

Date Listed	3/12/2009
Job ID	
Employer	Outdoors for All Foundation
Category	Office/Clerical
Job Type	Off-Campus

Job Description

1. Assist in handling of day-to-day operational tasks.
2. Specific duties will be discussed in interviews and may include the following: reception and phone services, data entry, mail processing, web updating, networking solutions, program and event marketing, and support roles for Outdoors for All board and committee programs.
3. Provide periodic administrative assistance for Outdoors for All special events.
4. Communicate with Outdoors for All community partners, participants, and volunteers.
5. Utilize office technology including MS Office products, copier, mailing machine, and other office machines.
6. Comply with Outdoors for All safety and health policies and procedures.
7. Other duties as identified.

Job Requirements

1. Good interpersonal, verbal and written communication skills.
2. Basic skills with Microsoft Office programs (Word, Excel, Publisher). Experience with or interest in Filemaker database systems a plus.
3. Ability to work occasional weekend day, overnight excursion or evening event.
4. Attention to detail in data entry and all outgoing correspondences.
5. Excellent Customer Service Skills
6. Commitment to a positive, fun and teach oriented working environment.

Educational Benefits

Knowledge of working in a non-profit setting and with individuals with disability, programming for adaptive recreation and general office and communication skills.

Number of Current Openings 1

Hours 30.0 to 40.0 hours per week

Compensation 9.00/hour to \$12.00/hour, Depends on Experience

Funding Source Off-Campus: State Work-Study

Time Frame Summer

Contact Person Gail Loveland

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Work Location Magnuson Park, Seattle, WA

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Application Procedure Please send resume to contact e-mail or complete online application