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BuildingChanges.org

JOB ANNOUNCEMENT

Part-time Administrative Assistant

Building Changes is looking for an experienced Administrative Assistant. This position provides support for the Executive Director for administrative tasks. This position reports to the Executive Director and will be located at our office in Seattle, though we are currently working remotely due to COVID-19.

Individuals identifying as Black, Indigenous, people of color, having lived experience with homelessness, and/or LGBTQ are strongly encouraged to apply.

About Building Changes

Vision

Communities thrive when people have safe and stable housing and can equitably access and use services.

Mission

Building Changes advances equitable responses to homelessness in Washington State, with a focus on children, youth, and families and the systems that serve them.

Racial Equity Statement

At Building Changes, we seek to hold ourselves accountable for addressing racism and discrimination. Black, Indigenous, and people of color disproportionately experience homelessness due to historical and systemic racism. We cannot address homelessness without addressing racism at its roots and the trauma it continues to perpetuate. We set universal goals to end homelessness and pursue targeted solutions to achieve these goals.

Our racial equity work does not stop there. We are committed to building an internal culture that challenges racism within our organization.

Values

Building Changes' work is grounded in these core values: Equity, People, Partnership, and Integrity.

For more information, visit BuildingChanges.org

Responsibilities of this position will include:

- Photocopying various documents including contracts.
- Actively participating in Operations team planning and implementation, as needed.
- Coordinating technology support needs.
- Managing calendar and scheduling.
- Compiling and processing monthly finance deliverables, such as invoice payment requests, credit card reconciliation, and personal and mileage reimbursement expense reports.
- Coordinating development of vendor contracts and track task order expenses.
- Communicating and transmitting information to vendors and contractors, as needed.
- Coordinating purchases for staff appreciation or professional development.
- Coordinating and book travel (once we return to in-person work).
- Utilizing cloud-based file system (Dropbox) for record-keeping.

(Note: The above responsibilities are in support of the Executive Director only. All other staff manage these responsibilities for themselves.)

The successful candidate will have a combination of the following experience and skills:

- At least one year relevant administrative, customer service or support work experience.
- Experience communicating clearly with external partners around complex scheduling, contract development, and/or invoicing.
- Experience with Salesforce or another donor database a plus.
- Experience working with databases, including data entry and customized querying/reporting.
- Advanced level ability with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Dropbox, and other required software programs.
- Experience working in a nonprofit office environment.
- Strong attention to detail and ability to manage several simultaneous tasks.

Hours and wages: 5-10 hours per week, \$20 per hour. This position is not benefits eligible.

To apply for this position, please submit **resume and a cover letter or short statement of interest in email body** to: jobs@buildingchanges.org —Administrative Assistant.

Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.