



Position: Outreach and Administrative Support

18-20 hours per week

Reports to the Executive Director

Description of position: The Outreach and Administration Support position is an hourly part time (18-20 hours/week) responsible for outreach and administrative support at the Orcas Island Community Foundation (OICF) on Orcas Island. This position provides support to the OICF Executive Director in the areas of electronic communications and administrative services.

Qualifications

- Keen awareness and practice of confidentiality
- Demonstrated commitment to high professional ethical standards
- Interest in community
- Excellent computer skills and proficient in Microsoft Office suite programs
- Excellent communication skills, both verbal and written
- Excellent interpersonal skills and a collaborative style
- Persuasive with details and facts
- Willingness to learn new skills

Primary Duties and responsibilities:

Outreach

- Maintain and update content on OICF Instagram and Facebook page.
- Layout and distribute Exec Director's Weekly Update.
- Assist with coordination of meeting schedules, communication and mailings.
- Train and supervise office interns on projects as needed.
- Assist with events for nonprofit training, including but not limited to Board Boot Camp and other trainings for Orcas Nonprofits.
- Manage Hive program and activities.
- Assist with social events.

Executive Director Support

- Assist with donor outreach and retention efforts.
- Conduct data research and analysis on an ad hoc basis as requested to assist the Executive Director in developing materials or other activities.
- Prepare and distribute documents for committee and board meetings as requested.
- Assist with coordination of events.
- Donor outreach
- Other duties as assigned.

Administrative Support

- Maintain effective communication on business issues and status through regular communication with the Executive Director. *Confidentiality is critical.*
- Order supplies and equipment with appropriate approvals. Coordinate repairs, janitorial and other services for maintenance of the office.
- Assist with coordination of meeting schedules, communication and mailings.
- Update and maintain office policies and procedures.
- Other duties as assigned.

Compensation

\$30 per hour or greater depending on qualifications
3% Simple IRA matching and health insurance stipend after 3 months.
72 hours PTO and 11 paid Holidays.

Performance Review

Reviews will be conducted after a three month trial period and then repeated on an annual basis.

Position open until filled. Apply by sending a resume to hilary@oicf.us.

January 2023