



## **Administrative Assistant**

The Orcas Island Community Foundation (OICF) is looking for an administrative professional to join our team. We are seeking someone ready to contribute their energy to our mission of fostering philanthropy to enhance and preserve the quality of life on Orcas Island.

The Finance and Office Assistant is a part time hourly (15 hours/week average) administrative level position responsible for answering phones and general inquiries, data entry and bookkeeping support, scheduling and setup for meetings and events and other related duties. The successful candidate will demonstrate strong customer service skills, professionalism, and attention to detail.

Learn about the Orcas Island Community Foundation at [www.oicf.us](http://www.oicf.us).

### **Key Responsibilities and Core Functions**

- Provide customer service and assistance to donors, nonprofit organizations, volunteers, and other community members
- Respond to general inquiries in person, by phone and email
- Assist Finance Administrator with bookkeeping functions including data entry, processing donations, grants and payments
- Coordinate scheduling for committee and board meetings and nonprofit use of the OICF conference room
- Order and maintain supplies, equipment and other materials
- Assist with donor communications and mailings
- Update and maintain online donor database and nonprofit directory
- Assist with preparation and setup for committee and board meetings
- Assist with coordination of events; requires working occasional evenings and weekends
- Assist with general tidiness of shared office spaces
- Other duties as assigned

### **Compensation**

OICF is seeking a part-time employee on Orcas Island to work in the office during regular business hours Monday - Thursday. The hourly wage for this position is \$30 - \$35 per hour depending on experience. OICF offers paid holidays, vacation and wellness time, IRA matching, health savings account contributions, and professional development support.

## Desired Qualifications\*

- Minimum of one year relevant work experience in a professional office environment
- Comfortable working with members of the public and enjoys providing customer service
- Experience supporting a CEO, Executive Director, Board of Directors, or other executive level positions
- Experience with bookkeeping, data entry and/or related functions desired
- Intellectual curiosity about philanthropy and nonprofit management
- Demonstrated commitment to high professional ethical standards
- Demonstrated professionalism, diplomacy, and ability to guard confidentiality
- Excellent verbal and written skills, creativity, independent judgment, and attention to detail
- Enthusiastic, proactive, and collaborative team player
- Proficiency working with Microsoft Office and Google Workspace
- Experience with CRM database platforms desired
- A willingness to learn new skills and technology platforms

\*No candidate is expected to possess all the qualifications listed above. In areas where aptitude and/or interest are greater than experience, candidates are encouraged to propose a plan for professional development

## Application Information

To apply, send a cover letter and resume in PDF format to Lindsay Jennings, OICF Executive Director at [lindsay@oicf.us](mailto:lindsay@oicf.us). Applications will be accepted until the position is filled.

OICF is an equal opportunity employer and does not and will not discriminate against any applicant or employee based on race, religion, color, sex, gender, national origin, age, disability, sexual orientation, gender identity or expression, pregnancy, genetic information, military or veteran status, and/or any other characteristic or protected status.