



Office Assistant

Our Commitment

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

People of color, people with disabilities, veterans, and LGBTQ2S+ candidates are strongly encouraged to apply. Camp Fire is committed to a diverse workplace, and to supporting our staff with ongoing professional development. Camp Fire is an equal opportunity employer and does not discriminate in its employment decisions.

Camp Fire provides reasonable accommodation to applicants and employees as required by law.

Applicants with disabilities may request reasonable accommodation at any point in the employment process.

Job Title	Office Assistant
Reports To	Executive Director & Office Manager
Classification	Full-Time
Exempt/Non-Exempt	Non-Exempt
Compensation	\$18.54 - \$21.53 hourly, depending on experience
Organization Overview	Working at Camp Fire Snohomish County, you help provide a safe space for youth to discover their unique spark so that their future will glow brighter. We are looking for candidates who want to make a difference in the world, while working with youth, gaining skills and experience, all while working in an enjoyable and stable environment. At Camp Fire, we believe in and focus on: a love of nature and the outdoors; equity and inclusion; courageous leadership; hard work and a growth mindset; team collaboration; fostering youth and community; giving back to the communities we live in; and innovation in youth development. All employees have access to personal and on-going professional development opportunities. We offer competitive medical insurance, generous vacation time and sick leave, as well as retirement savings. Hours are flexible by role, with some opportunity for work from home.
Position Overview	
Essential Duties and Responsibilities	The Office Assistant is responsible for assisting the Executive Director, Office Manager, and Small Group Program Director with any office tasks that need to be completed.

- Office Support Answers calls on multi-line telephone system, assists the caller, and routes call to appropriate staff person. Messages off night recorder are retrieved and distributed. Greets and assists customers at the counter by answering questions, and locating information required. Ring up sales, assist candy sellers during candy sale. Assists all staff members, as needed, with computer input, bulk mailings, monthly newsletter, copy machine and digital duplicator jobs, collating, and telephone calls. Assist with general office cleaning and maintenance, including but not limited to sweeping, vacuuming, mopping, garbage collection.
- General Secretarial Digital duplicating, copying, and assembling of materials is complete and on time. Affiliate files are maintained in good order, filing is kept current. General data entry and management of Sharepoint files as needed.
- Community Programs/Camp Programs Assist Program Director with prepping packets for Self-Reliance Classes. Assist Program Director with prepping packets/curriculum for Mega Club Programs. Help at program sites in the afternoon/evenings/weekends as needed. Assist in event preparation and organizing as needed.
- Other duties as assigned or needed.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

Has advanced basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, create presentations, download forms, and preserve/backup important data.

Reasoning Ability

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

Physical Demands

Able to sit, stand, reach, bend, lift, carry materials, with visual and hearing acuity.

Work Environment

Office environment.

Overtime Policy

Any hours worked over 40 in a work week are paid at one and a half times your hourly rate.

Required Documents for Application

- References (at least 2)
- Driver's License or Valid ID
- Social Security Card
- Completed Background Check
- Fingerprinting
- Clear Drug Screening