



## Administrative 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.*

<b>Job Title</b>	Administrative Assistant
<b>Reports To Classification</b>	Executive Director & Office Manager
<b>Exempt/Non-Exempt</b>	Full-Time
<b>Compensation</b>	Non-Exempt
<b>Organization Overview</b>	<p>\$18.54 - \$21.53 hourly, depending on experience</p> <p>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.</p>
<b>Position Overview</b>	<p>The Administrative Assistant is responsible for assisting the Executive Director, and the Office Manager with any office tasks that need to be completed.</p>

- 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 duties: 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. Assist with camp registrations as 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