

The Refugee Resettlement Office is looking for a highly motivated, creative and energetic person interested in working as an administrative assistant. Strong interest in refugee rights advocacy, excellent organizational skills and experience working with people of different ethnic and socio-economic backgrounds is greatly desired. Attention to detail and ability to multi-task are a must. This position will serve the Seattle and Des Moines, WA offices.

Administrative duties:

- Answer phones, check phone messages and transfer messages/calls to appropriate staff member
- Interact with clients, vendors and visitors. Explain our services to walk-in clients.
- Complete intake with new clients
- Open and distribute incoming faxes and general office mail
- Create and modify documents such as reports, letters and intake forms using word processing, spreadsheet, database and power point
- Research, price and purchase office furniture, equipment and supplies
- Arrange for the repair and maintenance of office equipment
- Basic website and social media updates
- Track donations using Little Green Light
- Coordinate with Outreach Coordinator to assist in special events, such as fundraising activities, annual newsletter & office events
- Volunteer management-post volunteer openings, manage applicants, track hours, and provide monthly trainings for new volunteers
- PRIME (social service) billings-review files, ensure case managers provide necessary documents, use excel to compile billings

Knowledge, Skills and Abilities:

1. Ability to work with people from diverse ethnic and socio-economic backgrounds.
2. Comfortable with Windows, Microsoft and Google apps
3. Knowledge of principles and practices of organization, planning, records management and general administration
4. Must be very organized, able to work to short deadlines and help the rest of staff meet their deadlines with any administrative assistance
5. Ability to operate standard office equipment, including but not limited to computers, telephone systems, copiers
6. Comfortable working with people speaking little or no English
7. Must be flexible to work around case managers' schedule and record case notes in weekly meeting

Minimum Qualifications:

1. At least one year experience in general office responsibilities and procedures
2. Ability to work well alone and as part of a team
3. Experience with databases, monthly reporting required
4. Second language desired
5. Driver's license desired

Must be willing to work in our Seattle office and Des Moines office. Please submit cover letter, resume and 2 references to jhansen@rrseattle.org by February 1st, 2020.