



JOB DESCRIPTION

Title: Administrative Assistant
Reports to: Executive Director
Status: Non-Exempt, Hourly
FTE Status: 1.0 FTE
Location: Hybrid Remote & Corporate Office (Olympia, WA)
Supervising: This position does not directly supervise.

POSITION SUMMARY:

The Administrative Assistant is responsible for supporting the day-to-day operations of the Rural Collaborative, a 501c3 nonprofit organization. The Administrative Assistant supports multiple Collaborative staff in various duties to ensure that the organization is able to run efficiently, optimizing the benefit the Collaborative brings to our members. This includes assisting in scheduling, travel arrangements and preparing meetings materials for Collaborative meetings; making financial entries into the Quickbooks accounting system; and office maintenance tasks such as inventory checks and filing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Actively supports the Collaborative's culture through thought and deed.
- Represents the Collaborative in a positive and professional manner.

Meetings and Committee Support

- Assist with scheduling, communications, agenda items and note taking.
- Track Member meeting attendance.
- Maintain committee and group rosters.
- Pull monthly reports from data systems; set up members in data systems.
- Coordinate in-person meetings
- Ships materials via UPS or FedEx.
- Coordinate travel arrangements for staff attending in-person meetings.

Organizational Support

- Maintain databases as directed by Contract Team.
- Enter monthly, quarterly, and annual Member invoices and accounts receivable follow up.
- Enter debit card expenses and vendor invoices into Quickbooks.
- Create surveys and maintain databases in Smartsheets.
- Send Collaborative materials to hospitals.
- Assist in annual information member information gathering and follow up.

Office Maintenance

- Complete regular supplies inventory checks to ensure office is stocked with commonly used items.
- Receive and check mail and shipments.
- Assist in accounting and contract records filing to ensure that ease of access for staff when referencing documentation.
- Assist in organizing files both electronically or hard copy, on the shared server, cloud-based platform(s) and in office.
- Maintain a clean, safe and stocked office environment.

OTHER JOB FUNCTIONS:

- Attend staff meetings, conferences, trainings or other events as requested.
- Perform other responsibilities or special projects as assigned by the Senior or Executive Director.

QUALIFICATIONS:

Education and Experience:

- Two years of related experience in administrative roles.
- Nonprofit, public health, or healthcare related fields preferred.
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Knowledge, Skills & Abilities

- Strong organization skills with demonstrated experience setting priorities, producing timely results and meeting deadlines in a demanding, multi-faceted work environment while maintaining a high level of attention to detail and accuracy.
- Demonstrated skills in collaboration, teamwork and problem-solving to achieve goals.
- Excellent organization, communication and problem-solving skills are required. Ability to exercise judgment and discretion.
- Self-motivated; able to take initiative and follow through limited direction.
- Excellent customer service skills; ability to handle public contacts in a manner that reflects credibility and professionalism.
- An excellent command of the English language with expert level written and verbal communication skills.
- Experience triaging and prioritizing work assignments from multiple people.
- High proficiency in the use of office administration software, including but not limited to Microsoft Office: Word, Excel, PowerPoint, Outlook, Microsoft Teams, Adobe Acrobat, Zoom, Box, Smartsheet, Quickbooks, Survey Monkey, and Doodle.
- Willing to be flexible and to modify work schedule, as needed within reason.

Licensing & Special Requirements

- Washington State Driver’s license with automobile coverage equal to or greater than 100/300/100. Proof of license and insurance required by time of hire.
- Incumbent may be subject to a background check.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The Collaborative offers remote work options for employees, as outlined in the Employee Handbook. There is an expectation for a set amount on in-person work, with scheduling to be determined by the employee’s supervisor. Some travel in local area to attend meetings and occasional overnight stay may be required. May require occasional evening hours. May require standing or sitting for long periods of time. Position requires hand manipulative skills for word processing and writing. Must be able to hear verbal conversations over the phone and in-person with background noise. Must be able to consistently identify objects and persons at a distance and read fine print on various forms.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.