



JOB TITLE:	OFFICE ASSISTANT
REPORTS TO:	FINANCE DIRECTOR
JOB LOCATION:	SWC OFFICE, 140 S ARTHUR ST, STE 300A, SPOKANE, WA 99202
POSITION TYPE:	REGULAR FULL-TIME NON-EXEMPT
RECRUITMENT TYPE:	EXTERNAL – OPEN TO THE PUBLIC
SALARY RANGE:	BAND B (\$40,000-\$56,000)
OPENING DATE:	JULY 28, 2021
CLOSING DATE:	FIRST ROUND INTERVIEWS BEGIN AUGUST 10, 2021

APPLICATION INSTRUCTIONS:

Please submit a letter of interest, a current résumé, a completed application, and an answer to the supplemental question (listed below) to admin@spokaneworkforce.org or 140 S Arthur St, Suite 300A, Spokane, WA 99202 by August 10, 2021. All documents can be found on the SWC website at www.spokaneworkforce.org. Any questions regarding this announcement should be directed to the email address provided above. Incomplete applications will not be considered.

POSITION SUMMARY:

The Office Assistant ensures the smooth operation of the office by assisting with a variety of administrative and fiscal functions as a member of a small, high-performing team. Responsibilities include assisting with event and meeting management; ensuring the office has the necessary supplies to carry out the work; assisting with various fiscal functions including routing invoices and processing accounts payable; and communicating with customers, community and business partners, vendors, board members, and more. A great job for an individual who thrives in an autonomous fast-paced professional environment where the ultimate goal of the day-to-day work is ensuring a robust talent pipeline for our regional economy. Remote work may be considered for a portion of the week based on the needs of the organization.

MINIMUM QUALIFICATIONS:

Graduation from an accredited two-year college with a degree in accounting, business, office administration, communication, or related field; and at least one year related professional experience relating to this position. Additional experience may substitute for the education requirements on a year for year basis. Experience with Abila fund accounting software a plus.

SUPPLEMENTAL QUESTION:

Our organization has many initiatives and projects going on at any given time. How would you prioritize projects you've been tasked with that have competing deadlines? What skills and abilities do you bring that could help ensure high-quality work product in a busy environment? *Please limit your response to one page.*