

Ethnic Heritage Council Office Administrator Job Description

Job Title: Ethnic Heritage Council Office Administrator

Job Purpose: Provides administrative and bookkeeping support to the Ethnic Heritage Council Board of Directors and organization

Location: Seattle Center

Job Duties:

Office support

- Staffs Ethnic Heritage Council Office at the Seattle Center
- Opens and answers or routes incoming mail, email, faxes and phone calls
- Responds to general community and member inquiries
- Acts as liaison with Seattle Center, member organizations, funders, donors, contractors and others, referring non-routine matters to EHC Board of Directors President
- Establishes and adheres to schedule of required documentation, reports
- Prepares grant applications and grant reports, as directed
- Maintains EHC files

Board of Directors support

- Assists EHC Board with developing and building community and volunteer relationships
- Assists EHC Board with correspondence
- Assists EHC Board with preparing agendas, board materials, meeting logistics, as directed
- Supports EHC Board in fundraising
- Recruits and supports volunteers for variety of EHC activities
- Carries out administrative support tasks for EHC Board, as directed
- Attends EHC Board meetings, as needed
- May take notes and prepare minutes

Bookkeeping

- Receives invoices for payments due, obtains permission to pay, forward for payment
- Enters payments to Quicken in appropriate program and GL account
- Receives and logs payments for events and membership
- Records payments in Quicken in appropriate program and GL account
- Prepares deposit slip and makes deposits as directed
- Generates standard Quicken reports as scheduled and reviews for accuracy and “common sense”, forwards to EHC Board Treasurer for review and approval
- Provides financial support to “fiscal sponsor” organizations
- Assists EHC Board Treasurer with monthly, quarterly and annual reports

Communications support

- Website
 - Updates EHC information on website, completes routine posts
 - Researches, develops, writes, coordinates content and posting, working closely with EHC Executive Board and website vendor

- Newsletter
 - Researches, develops, writes, coordinates content
 - Creates newsletter layout
 - Sends newsletter to EHC Executive Board for review and approval
 - Coordinates production
 - Distributes newsletter, posts to website
- Media
 - Assists with requests and responses
 - Drafts news releases with adequate lead time for review and approval by EHC Executive Board

Membership services

- Maintains EHC member lists, updates contact information
- Responds to member inquiries
- Participates in activities to recruit new members

Event support

- Provides event planning and staffing, as needed
- Provides event follow up, as needed

Other related duties as assigned.

Knowledge, skills, abilities, and other work characteristics:

Working knowledge of Word, Quicken, Excel, Access, Publisher, and Outlook. Must be self-motivated, organized, accountable and reliable with excellent customer service skills. Must have good verbal and writing skills. Ability to work in a team environment and work with diverse groups. Ability to handle multiple tasks simultaneously with attention to detail and accuracy, meeting daily, weekly and monthly deadlines.

Minimum Requirements:

Two-year degree in business studies, accounting or related field; or three years' experience in administrative duties and bookkeeping. A valid Washington State Driver's License.

Preferred Requirements:

Experience working in a non-profit, volunteer organization. Interest and experience working with multicultural/international groups. Ability to take the initiative and still operate within organizational guidelines.

Environment:

The position is part-time, approximately 15 hours per week. Normal work schedule is Monday through Friday with some weekend and evening work to support the Board of Directors and events. Flexibility in schedule is required.