



turn back the toxic tide

206 First Avenue S. Suite 410
Seattle, Washington 98104 USA
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POSITION TITLE: Administrative Assistant

LOCATION: Pioneer Square Office

SCHEDULE: Hybrid-24 hours per week, Flexible Days/Times (TBD) within M-TH, 8 am – 5 pm time frame

REPORTS TO: Chief Operating Officer

POSITION SUMMARY: We are a small environmental non-profit and we are seeking a highly organized and detail oriented administrative professional to join our team in Seattle, WA.

JOB SUMMARY: We are seeking a candidate who is excited about the opportunity to join our dedicated team. The teams focus is on the continued success of the e-Stewards programs, which make a positive difference for social and environmental justice globally. This position has many opportunities for growth and taking on tasks that fit the candidates skill set. This position is ideal for an individual who is passionate about his/her ability to prioritize projects, maintain critical program details and will proactively be the hub that supports the team's success.

KEY ACCOUNTABILITIES:

- Oversee day-to-day operations of the BAN office and manage all aspects of assigned projects
- Miscellaneous on-going front-office administrative tasks such as file maintenance, monitoring mail, assisting with correspondence and mailings, greeting guests, and problem solving
- Answer phones and direct callers, provide callers with basic program information; accurately communicate the organization's mission
- Manage all logistical coordination of BAN events
- Maintain and organize official records, documents, and internal/ external communications
- Prepare reports, materials, minutes for staff, Board, and Committee meetings; coordinate meeting logistics
- Maintain BAN calendar, email, phone and voicemail systems
- Provide executive support to the Executive Director
- Maintain supplies and materials
- Database administration
- Coordinate and assist in the production of printed materials, mailings, and key communication tools as needed
- Provide regular updates to Directors to track program performance indicators
- Plan logistics for conferences, workshops, meetings and events locally, nationally and internationally
- Organize logistics and registration for trainings and webinars

- Assist with monitoring e-Stewards logo use to ensure brand and trademark is protected
- Keep meeting minutes and action points
- Additional duties as needed

Bookkeeping: Administrative Assistant will serve as bookkeeper of the organization (working in conjunction w/ external Accountant and Directors)

- Accounts Payable (record in QuickBooks, prepare payments and print checks)
- Accounts Receivable (monthly invoicing, record in QuickBooks)
- Assist in processing payroll for staff
- Prepare daily deposits, record deposits, ensure daily deposit
- Prepare reconciliation all accounts, credit cards & petty cash monthly
- Maintain all A/R spreadsheets, coordinating with business units on updates to financial records
- Perform internal A/R monthly reconciliations, tracking and reporting, collections
- Enter donations into supporter database
- Maintain system of accounts (& supporting filing system)

BASIC QUALIFICATIONS:

- Proficient with Windows based software, including MS Word, Excel, PowerPoint
- Familiar with Salesforce or similar CRM and Word Press
- Proficient with Quickbooks
- Experience in planning events and organizing logistics
- Strong interpersonal skills – positive attitude and friendly disposition
- Proven organizational skills and ability to prioritize
- Detail oriented
- 1 to 2 years' applicable experience in an office environment

COMPENSATION:

\$22-\$25 per hour DOE. Benefits include accrued vacation and sick time, paid holiday Christmas week, 9 statutory paid holidays.

APPLICATION:

In order to be considered for this position, please e-mail hr@ban.org with your resume and cover letter in either a word document or pdf. Please no phone calls.