



# Center for Human Services

*Building a stronger community...one family at a time.*

Administrative Offices: 17018 15th Avenue NE • Shoreline WA 98155 • 206-362-7282 V/TDD • Fax 206-362-7152 • Email: [admin@chs-nw.org](mailto:admin@chs-nw.org)

## **Job Announcement** **ADMINISTRATIVE ASSISTANT**

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right administrative support specialist to join our team. We offer our staff an EXCELLENT benefit package which includes fully paid health, vision, dental, pharmacy, life, and long-term disability insurance, as well as a generous leave package.

The Administrative Assistant will perform various administrative tasks and handle special projects for Administration team. This position serves as a back-up on the phones and for front desk receptionist. This is a non-exempt position, located at our Shoreline-170<sup>th</sup> site. Salary \$18.00 per hour.

### Job Requirements:

- High school or GED, some college preferred
- Minimum of 2 years' experience as administrative assistant
- Ability to manage confidential materials and matters
- Strong computer skills
- Ability to work independently, problem-solve and prioritize responsibilities.
- Ability to handle multiple priorities simultaneously
- Detail oriented, with strong organizational skills
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Ability to work cooperatively as part of a team
- Sense of humor

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, send resume and cover letter to [jobopportunities@chs-nw.org](mailto:jobopportunities@chs-nw.org). Full job description can be found below:

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## **Job Description** **Administrative Assistant**

### **GENERAL DESCRIPTION**

Performs various administrative assistant tasks and special projects for Administration. Serves as a back-up on telephones and for front desk receptionist. Reports to the SUD Director. This is a full time, non-exempt position.

### **MAJOR RESPONSIBILITIES – Specific for this position**

- Coordinate and track records requests
- Enter donations in database and send thank-you letters
- Post on agency's Facebook page a minimum of twice a week
- Serve as back-up to front-desk receptionist
- Answer agency phone lines when 170<sup>th</sup> receptionist is unable to do so
- Manage supplies and purchasing of agencies supplies
- Miscellaneous administrative duties
- Handle special projects for Executive Director
- Design marketing material as needed
- Assist with annual auction (including working the evening of the auction)

- Other duties as assigned

## **MAJOR RESPONSIBILITIES – Agency General**

- Provides all services utilizing a strengths-based, family-focused, client-centered, services-integrated, and culturally competent approach
- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

## **MINIMUM REQUIREMENTS**

- High school or GED; some college preferred
- Minimum of 2 years experience as administrative assistant
- Ability to manage confidential materials and matters
- Strong computer skills (Microsoft Office applications)
- Self-starter with initiative
- Ability to work independently
- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Prompt and consistent attendance during scheduled working hours
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Demonstrates commitment to diversity, culture relevancy and inclusion.
- Sense of humor

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CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families.

Our Values: Model diversity, equity, & inclusion; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.