



**POSITION ANNOUNCEMENT
Administrative Assistant**

May 1, 2019

Sound Discipline is a 501(c)(3) non-profit that empowers educators, parents and caregivers to create respectful, equitable communities in which all children thrive. We offer practical, non-punitive tools that enhance responsible, respectful connections between educators and students, and parents and children, to disrupt the traditions, practices and systems that perpetuate longstanding inequities in our educational systems and communities. In the 2019-2020 school year, Sound Discipline will be working in more than 30 schools and reaching thousands of teachers, parents and community leaders. Our vision is an equitable, hopeful, diverse community in which every child feels included and valued, and people treat each other with dignity and respect. To learn more, visit www.sounddiscipline.org.

Sound Discipline is committed to recruiting, hiring, developing, fairly-compensating, and promoting the best-qualified individuals for positions at all levels within the organization. We believe the organization's goals can only be attained by utilizing the diverse skills and backgrounds of all our employees. We maintain an unequivocal commitment to and support of equal employment opportunity for all individuals, free from discrimination based upon characteristics such as race, color, national origin, religion, creed, age, sex, sexual orientation, gender identity, marital status, disability, veteran status.

- Reports To: Operations Director
- Position Status: Non-exempt, 1.0 FTE (40 hours per week)
- Pay range: \$18-20 per hour DOE
- Benefits include: Health insurance contribution (\$500 toward our group or other insurance plan), SIMPLE IRA plan with company match, paid time off
- Target start date: Early August 2019
- Location: South Seattle (SODO), near Sodo light rail station and on #124 bus line
- Hours: 40 hours per week: Monday – Friday, 8am-5pm

Job Summary:

The Administrative Assistant (AA) ensures the efficient day-to-day operations in our Seattle office and provides clerical and receptionist support to other staff. The AA is the first point of contact to the public, manages calendars, collaborates with the Program Manager on events, manages contracts for services, provides data for invoicing and tracking, enters data into the database and provides necessary reports *(for detailed job description see last page)*.

Required Qualifications:

- High proficiency in Microsoft Office 365 (Word, Excel).
- Detail-oriented (and ability to work for a detail-oriented employer).
- Excellent verbal and written communication skills (in English).
- Experience working with teams and individuals with diverse racial, cultural, and ethnic backgrounds and values.
- Passion for Sound Discipline's mission and goals.
- Ability to perform work in a stationary position (standing/sitting), moving to/from various work areas, standing, squatting, reaching, walking and stairs. Ability to lift up to 35 pounds.
- Pass Washington State criminal background check.

Preferred:

- Two or more years of experience.
- Salesforce or other database experience.
- Bachelor's degree or similar experience.
- Bilingual a plus.

To apply, submit a cover letter and resume to hr@sounddiscipline.org with "Administrative Assistant" in the subject line. Priority consideration will be given to resumes received on or before June 1, 2019. Position open until filled. Candidates selected for interviews will be asked to submit contact information for three professional references.

Please tell us in your cover letter how you demonstrate these core competencies.

- **Excellence in a support role:** You have experience directly supporting senior managers/executives.
- **Organized and attentive to detail:** You're organized, detail-oriented and accurate. You capably manage multiple projects.
- **Effective under pressure:** In previous jobs or internships, you have managed high volumes of complex logistical details.
- **Skilled with communication:** Your verbal and written communications demonstrate clear thinking, analysis, and a sensitivity to your audience.
- **Tech savvy:** When working with a new program or application you quickly become fluent.
- **Problem-solving:** You adapt when unexpected challenges arise. You quickly reorient and identify the best new course of action.

The Administrative Assistant performs a wide range of duties including the following:

Reception, Office, Clerical and Administrative Support (approx. 15% time)

- Answer (and refer as necessary) general phone/email/web/voicemail inquiries
- Log in, prepare and sort incoming and outgoing mail and packages
- Purchase, receive and organize basic office supplies
- Coordinate vendors and the maintenance of office equipment
- Work with Program Manager to ensure sufficient stock of workshop materials for facilitators (e.g. handouts, surveys, sign-in sheets, etc.)
- Efficiently maintain, organize and archive both electronic and paper-based files
- Provide clerical support to management and the board by preparing, editing and filing documents) as needed
- Accurately enter, update and export records in the database
- Manage both external and internal event records on the calendar
- Travel arrangements for staff

Finance Support (approx. 25% time)

- Coordinate and export employees' timesheet and expense export from database
- Coordinate, file and prepare submitted expense receipts from employees
- Prepare timely and accurate billing information
- Conduct regular follow-up with clients on aging invoices
- Consistent and accurate entry of transactions, deposits, and employee expenses in database
- Prepare weekly accounting reports for bookkeeper and senior staff
- Process credit card payments from clients
- Monthly credit card reconciliation

Operations Support (approx. 30% time)

- Communicate with potential clients, providing accurate information about services, coordinating client and SD calendars, and scheduling events
- Prepare and track contracts and collect signatures
- Ensure current non-disclosure agreements are on file for districts annually
- Maintain accurate and organized client contract files
- Ensure up-to-date client, contract, and service information is entered in database

Program Support (approx. 25% time)

- Prepare workshop materials and coordinate workshop logistics, communicating both with clients and facilitators
- Support Program Manager to market events, includes creating flyers
- Create and oversee public event registration pages, responding to program inquiries and assisting with registration where needed
- Follow through with post-workshop details and paperwork, including invoicing attendees who did not pre-register
- Distribute and collect rosters for events, accurately tracking attendance at SD schools for program evaluation
- Track services promised and provided for SD schools
- Support program data collection, monitoring (follow up with staff with reminders) and compilation for various reports and evaluation.

Development Support (approx. 5% time, seasonally up to 10%)

- Regularly and accurately enter gifts in database
- Prepare donor reports and gift acknowledgments for Development Director as requested
- Assist with fundraising event logistics as needed