



SHADOW Lake Nature Preserve

Find us at: 21656 184th Ave. SE, Renton, WA 98058
Mailing address: P.O. Box 58963, Renton, WA 98058
Contact: (425) 432-4914 • info@shadowhabitat.org

Position Title: Administrative Assistant Position

Location: Renton, WA

The Administrative Assistant will be responsible for supporting the Executive Director and other staff in office tasks. The ideal candidate is dependable, well-organized, with the ability to work well in a team environment, as well as independently. This is a part-time, hourly position.

Primary Roles & Responsibilities:

- Provide administrative support to the Executive Director and staff.
- Responsible for Salesforce administration

Other duties may include:

- Ensure proper data collection of program participation and volunteer hours.
- Assist with administrative volunteers.
- Assist with fundraising and donor management.
- Prepare acknowledgment letters and planned giving mailings.
- Provide general office support and maintain an organized workspace.
- Maintain and organize office files, including both digital and paper documents.
- Assist with occasional events and community outreach activities.
- Your schedule permits you to work during regular office hours.
- May need to work occasional evenings and Saturdays.
- Other duties as assigned.

Minimum Qualifications

- Associate's degree or equivalent experience in office management.
- Strong verbal and written communications skills.
- Effective time management skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint.

Salary, Benefits, Schedule:

Hourly: 16 to 20 hours/week.

Pay Rate: \$20-\$22/hour depending on experience.

Benefits: Part-time employees receive 5 days of sick leave per year.

Schedule: SHADOW's Office is open Tuesday – Saturday. Some additional weekend and evening hours may be required with ample notice.

Work Location: SHADOW Lake Nature Preserve 21656 184th Ave SE Renton WA 98058.

To Apply:

Please send a cover letter, resume, and three professional references in a single PDF to:
Erica@shadowhabitat.org Erica Slotkin, Executive Director

Final applicants will need to pass a criminal background check.

Applications will be accepted until the position is filled. Applications will be reviewed upon receipt.

SHADOW is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. SHADOW makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Shadow Lake Nature Preserve acknowledges that we operate on the traditional lands of the Coast Salish Peoples. We are grateful for their past stewardship and will endeavor to care for the land with respect of Indigenous culture.