



**SHADOW Lake
Nature Preserve**

PO Box 58963 // 21656 184th Ave SE
Renton, WA 98058
shadowhabitat.org
info@shadowhabitat.org
(425) 432 4914

Position Title: Administrative Assistant Position

Location: Renton, WA

The Administrative Assistant will be responsible for supporting the Board President and SHADOW staff in office tasks. This is a part-time, hourly position.

Who You Are:

As SHADOW's new Administrative Assistant, we know you will be successful in the role because you:

- **Have a Mind for Logistics & Organization:** You are able to perform logistical support duties, including booking online meetings and resources, registering participants and volunteers and tracking hours, processing payments, scheduling activities, and maintaining records and databases. You have an organized approach to work and can prioritize competing deadlines and projects easily. You thrive in both a team and an independent working environment.
- **Are Technologically Inclined:** You enjoy data entry, website navigation and coordination, payment processing, data and file maintenance, and creating rosters and reports.
- **Enjoy Data and Analysis:** You are ready to collect, organize, and analyze data, and are happy to collaborate with team members to create calendars, reports, and other documents for the organization.
- **Have exemplary communication skills:** You have the ability to listen patiently and attentively and the ability to express self clearly and effectively, both in verbal and written communications. You are able to adapt your communication style based on audience and purpose with inclusivity. Ability to handle confidential information in accordance with the organization's policies and protocols.

Primary Roles & Responsibilities: Provide administrative support to the staff and the board president.

- Responsible for Salesforce/CRM administration.
- Maintains the SHADOW administrative calendar, including grants, and other reporting requirements. Provides reports to agencies as required and track the due dates.

Other duties may include:

- Ensure proper data collection of program participation and volunteer hours (work with staff to gather the data).
- Assist with fundraising and donor management communications.
- Provide donor receipts for those that do not use stripe (sent in checks)
- 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.
- Create reports and processes for the organization as directed by the Board.

- Supporting SHADOW staff in the facilitation of public programs.

Paid Training:

- A training period and time to familiarize what is needed to learn the role and its responsibilities is anticipated. This may be facilitated both onsite and remotely.

Minimum Qualifications

- Associate's degree or equivalent experience in office management.
- A valid Washington Driver's License.
- Demonstrable excellent verbal and written communications skills.
- Effective time management skills.
- Ability to work independently and as part of a team.
- Proficient and experienced in Microsoft Office applications, particularly Word, Excel, PowerPoint, Outlook, and Teams. Ability to conduct internet research and work with customized databases and technology.
- Familiarity with Salesforce or another CRM.
- Familiarity with Wordpress or other website platforms.
- Familiarity with Canva.
- Applicants must be at least 18 years old.
- Successful applicants must live and work in Washington State to perform this role.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to walk up the stairs to the SHADOW Office or to work in the Education Center.
- While performing the duties of this job, the employee is regularly required to use hands to grip, handle office equipment, paper, type, or feel.
- To perform work safely, the employee must be able to talk and hear.
- The employee is frequently required to stand; walk and reach with hands and arms.
- The employee is occasionally required to sit; stoop; crouch; or stand while performing job activities.
- The employee may occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus, ability to read from a computer or cell phone screen.

Salary, Benefits, Schedule:

Hourly: 16 to 20 hours/week.

Pay Rate: \$24-\$28/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:

Max@shadowhabitat.org and Trisa@shadowhabitat.org

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.