



FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6TH STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

Part Time Admin Assistant – 15 hours per week. Schedule to be determined. Pay rate \$16/hr.
Benefits: Paid Sick and Vacation Leave. Medical Reimbursement up to \$2,400 a year.

Duties

- Reporting/Data Management:
 - Compile daily attendance records for Drop In Center, Programs & Events
 - Maintain Master & Program Data Bases
 - Update Monthly Spreadsheets
 - Updating data in to Excel
- MSS / ICM Backup:
 - Billing / Rebilling
 - Filing / Copies MSS, ICM, PAT
 - MSS Log Book maintenance
- General office duties including:
 - Answering phones and door
 - Data entry
 - Filing / copying
 - Accepting and moving donations
 - Document Retention
- Event Coordination:
 - Set up/tear down at events
 - Event prep – gather marketing materials & support event day of staff.
- Admin:
 - Assist the Office/Facility Manager and Admin Staff
 - Special Projects
 - Help create, order & stock marketing materials (flyers, brochures, etc)
 - Keeping calendars up to date

Requirements:

- **Must** have excellent Excel and Word skills.
- Event management experience, a plus.
- Must be able to move objects of 20 pounds up and down stairs.
- Must have valid Driver's License, sign non-disclosure, pass background check.
- A team player with a can-do, positive attitude who wants to help the community.