



Job Title:	Administrative Assistant
Department:	Operations
Reports To:	Administrative Operations Coordinator
Classification:	Full-time/Annual, Hourly/Non-exempt
Work Schedule:	Monday – Friday; 8:30a to 5:00p
Job Location:	Bainbridge Island Campus
Pay Range:	\$17.00 per hour
Benefit Package:	Full benefit package; health benefits 100% premium paid by IslandWood, 401k, 3 weeks paid vacation

### Overview:

IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship. The Administrative Assistant is the first point of contact for IslandWood; representing the organization with a high level of integrity and professionalism. This position provides support to the Operations and Human Resources Department.

### Job Responsibilities:

- At the hub of activity at IslandWood the Administrative Assistant will:
  - Greet and assist visitors, guests, and volunteers and educate walk-in visitors about IslandWood.
  - Answer phones and route calls.
  - Disseminate information across the organization.
  - Assist with maintaining security through front desk check-in and visitor monitoring procedures.
  - Monitor radio communication on campus.
  - Observe safety and security procedures.
  - Assist Events team with guest check-in and check-out.
  - Answer questions and responds to front desk customer service requests from visitors and guests.
- Oversee the following processes and provide administrative support to the organization:
  - Administer employment application process by placing advertisements for job openings, processing received applications, and coordinating follow-up with the hiring managers.
  - Ensure mailrooms are organized and operating in the most efficient manner for staff and graduate students; receive and distribute mail and log checks received; sign for deliveries; maintains mailrooms and mailbox labeling.
  - Provide purchasing support for the organization; order and restock office supplies, recycles toner, place service requests for office equipment; reconcile credit card purchases.
  - Develop and train staff on gift shop procedures; operate cash register; monitor and manage stock; place orders and perform inventory.
  - Oversee and implement the ferry ticket distribution process for staff and grads.
  - Coordinate Admin Stewardship program; develop schedule, send weekly reminders, and educate and promote recycling and conservation opportunities for staff.
  - Track vehicle licensing and training information; monitor vehicle checkout through front desk reservation system.
  - Manage physical file storage process; maintain storage areas and communicate storage procedures to staff.
  - Assist in scheduling internal meeting spaces for staff through event management software.

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**Required Qualifications:**

- Minimum of 2 years of administrative experience.
- Excellent organizational, multi-tasking, and time-management skills.
- Ability to work effectively in a busy, sometimes noisy environment, with frequent interruptions.
- Punctuality, reliability, and regular attendance are essential functions of this position.
- Ability to work independently, and as part of a team, with accuracy and close attention to detail.
- Friendly and professional customer service, communication, and interpersonal skills.
- Excellent grammar, spelling, punctuation, and proofreading skills.
- Ability to take initiative, prioritize tasks, and problem-solve.
- Excellent computer skills and knowledge of Microsoft Office software including Word, Outlook, PowerPoint, and Excel and an ability to learn new software.
- Ability to lift or carry up to 25 pounds.
- Must maintain confidentiality of sensitive information.
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand our mission and impact, and commitment to mission, vision, values and goals of IslandWood.
- Commitment to support IslandWood's work towards equity, diversity and inclusion in the workplace.
- Experience in engaging with diverse communities.
- Must be able to comply with and maintain a drug-free work environment.
- Must pass child safety screening procedure; post-offer.

**Application Requirements:**

Please submit a cover letter, resume and [Application for Employment](#) to: [employment@islandwood.org](mailto:employment@islandwood.org) and please note "Administrative Assistant" clearly in the email subject line.

Or, complete the above and submit to:                    IslandWood  
   Search for Administrative Assistant  
   4450 Blakely Avenue NE  
   Bainbridge Island, WA 98110.

Position Posted: 06 March 2019  
Application Deadline: Open until filled  
Start Date: As soon as practical; March/April 2019

*IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.*