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Karie Stearns, Administrator
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Administrative Assistant – Part Time (Seattle)

Position Summary

We are:

An open and affirming community that accepts and celebrates every race, social status, physical condition, sexual orientation, gender identity and ideological background. We seek to be a community committed to compassion, transforming spirituality, community, and justice for all.

Our staff is small and mighty, and we are looking for a personable individual to help manage our office and facilities. The person in this role is greeting people, answering phones and questions, making sure the facility is well-taken care of and orderly (we do have a janitor and facilities crew) , assisting the Administrator along with occasionally assisting other staff. If you are someone who loves to help others and connect with people, this is a great position for you.

Job Responsibilities

Front Desk

- Greet visitors
- Answer phones and direct calls
- Reach out to congregation members to help fill ministry and volunteer roles as needed

Facility Inspection

- Walk through the building, checking for issues to be addressed
- Help maintain our guest facilities in the Fellowship Hall
- Help re-arrange furniture and prepare spaces for outside groups and meetings on an occasional basis

Administrative Work

- Assist the Administrator
- Help update the database and prepare reports as requested
- Photocopy and file
- Write thank-you cards to volunteers
- Other tasks as assigned

You are...

... welcoming

... computer literate

... communicate effectively

... organized and on-task

... a team player who is able to take direction as well as take initiative when there is something that needs to be done

...someone with a sense of humor

We are an equal opportunity employer and encourage people of all backgrounds, gender identities, sexual orientation, racial, ideological and religious (or non-religious) backgrounds to apply. Allies are also encouraged to apply.

Compensation

The wage is \$25.50/hour, 10am-3pm Monday -Thursday.