

***Now hiring an Administrative Assistant for a non-profit organization located in Ellensburg, Kittitas County, Washington. If interested, please send resume, cover letter, and at least 3 professional references to [robin@healthierkittitas.org](mailto:robin@healthierkittitas.org). Open until filled.***

**Administrative Assistant Job Description**

EMPLOYER	Kittitas County Health Network		
REPORTS TO	Executive Director		
TERM	Funding dependent		
HOURLY WAGE	\$18.00/hour plus \$600/month health insurance stipend	FTE	1.0
UNION	Non-Represented	FLSA	Non-Exempt

**ORGANIZATIONAL FOCUS**

The Kittitas County Health Network's (KCHN) vision is that all people in Kittitas County are supported in achieving health and wellbeing. The mission is to improve population health through cross-sector collaboration and systems integration. We expect all employees to uphold the organization's mission and vision.

**JOB SUMMARY**

The Administrative Assistant will be part of a small team responsible for driving KCHN's work forward. This position is primarily responsible for administrative and fiscal functions, as well as supporting communications, record-keeping, program outreach, data collection and entry, and other office and organizational functions.

**REQUIRED QUALIFICATIONS**

- High School Diploma or GED
- Two years of related work experience
- Proficient in Microsoft Office programs
- Excellent organizational skills
- Detail-oriented
- Regularly takes initiative

**PREFERRED QUALIFICATIONS**

- Graphic design skills
- Experience taking meeting minutes
- Public communication skills
- Experience designing and maintaining websites
- Proficiency with social media for public communications
- Experience with community outreach
- Experience with data collection and entry

**JOB KNOWLEDGE, SKILLS & ABILITIES**

- Demonstrated organizational skills
- Demonstrated communication and public relations skills
- Excellent and accurate written, verbal, and electronic communication skills
- Demonstrated project management skills
- Ability to thrive in and adapt to a dynamic, changing environment
- Ability to work autonomously as well as collaboratively with fellow team members

- Take direction as needed
- Accurate data entry skills
- Ability to meet deadlines
- Ability to document meetings communications succinctly and accurately
- Knowledge of social media, traditional media, and website communications

**DUTIES & RESPONSIBILITIES**

- Organize and set up multiple monthly meetings and events (scheduling, agendas, supporting materials, reminders, Zoom/room set up, etc.)
- Attend multiple monthly meetings and take succinct and accurate notes for documentation
- Provide staff support including record keeping and meeting logistics to community health improvement work groups
- Maintain and update the organization’s website
- Maintain and update the organization’s social media accounts
- Prepare accounts payable requests and accounts receivable documentation
- Make training and travel arrangements for staff as needed
- Triage organization mail and email correspondence
- Draft, edit, and send formal letters
- Assist with editing, formatting, and collecting supporting documentation for grant applications and other written documents
- Inventory and manage office supplies and equipment
- Assist with set up and troubleshooting of software and technology
- Assist with budget documentation and tracking
- Create and maintain forms, templates, and databases
- Assist with data collection, entry, and documentation
- Assist with the development and implementation of a communication and community engagement plan
- Assist with the development of effective and visually-pleasing materials and presentations for meetings, events, communications, and promotions
- Conduct community outreach and promotion for the organization, events, and other work
- Establish and maintain positive working relationships with KCHN members and participants
- Update and manage KCHN internal and external files
- Conduct research as needed to address the needs of the organization
- Serve as a representative of KCHN to other organizations and groups
- Other duties and administrative tasks as assigned by Executive Director.

***Additional Working Conditions:*** Shared office space, needs access to reliable transportation and ability to travel occasionally.