



Job Description

Job Title: **Administrative Assistant**

Classification: ***Hourly, Part-time***

Reports to: Business Manager

Position Purpose:

To assist Business Manager and other office staff (primarily Executive Director, Program Director, and Development Coordinator) with routine office functions, administrative projects and tasks, and in general to support the business function of Westwind.

Essential Job Functions:

- *Maintain and organize Westwind files*
- *Data entry for donors and volunteers*
- *Answering main phone for Westwind*
- *Assist Business Manager with various clerical and administrative tasks*
- *Help process/forward email inquiries*
- *Assist in the preparation and distribution of documents for various board committees and other volunteer working groups with Westwind*

Qualifications: *(Optimal Education and Experience)*

- High School diploma or equivalent
- Experience with computer document creation and editing (For example, Word or google documents; and Excel, or google sheets)

Physical Aspects of the Job:

- Ability to lift and carry 30 pounds
- Visual ability to identify and respond to environmental hazards