



WESTWIND

Job Title: **Executive Assistant**
Classification: **Hourly, Fulltime, Non-exempt**
Pay Range: **\$14-\$17/hour**
Reports to: **Executive Director**
Posted Date: **January 16, 2019**
Hire Date: **Early February, 2019**

Position Purpose:

This position assists the Executive Director in managing Westwind calendars, projects and meetings, as well as other routine office functions and administrative tasks.

Essential Job Functions:

- Maintain and organize essential Westwind calendars (Executive Director, Board, Committees)
- Coordinate meetings for Executive Director, Board, and Committees, including invitations, preparation and distribution of documents, logistics, updates and other details.
- Updating and managing donor, volunteer and other participant/contact databases.
- Routine office functions, including copy editing, note taking, and filing (digital and paper)
- Administrative support in training/onboarding/tracking volunteers
- Administrative support for bookkeeping and other financial reporting
- Answering main phone line for Westwind and answering basic questions about camp registration, rentals and preparation.
- In general working with Westwind teams as needed (i.e. be ready to pitch in at camp or at other Westwind functions, as appropriate)

Qualifications: (Optimal Education and Experience)

- High School diploma or equivalent
- Excellent computer and data management skills, including document creation/editing, data entry, and using online applications
- Enthusiasm for the nitty gritty of non-profit administration!

Physical Aspects of the Job:

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

Please E-mail cover letter and resume to **info@westwind.org**
Position posted at: <https://westwind.org/about-westwind/employment/>