

SANCA is Hiring!



Position:

Administrative Assistant

Description:

SANCA's Administrative Assistants are the point of contact for nearly all of its customer base. Administrative Assistants provide support to all programs and assist in the constant happenings of SANCA. As part of the front office team, an Administrative Assistant is knowledgeable about SANCA's systems, procedures, and events. Their knowledge, paired with the ability to communicate, is vital to the organization and the community it serves daily.

This is a part time position with set hours ranging from 20-30 hours per week. Availability to work evenings and weekends is essential for any candidate to join the team.

Job Duties and Responsibilities:

- Support SANCA programming under the supervision of the Administrative Director
- Present a warm and welcoming demeanor towards students, parents, and co-workers. Engage with these groups in a fun and informative manner.
- Become familiar with and enforce the organization's policies and procedures
- Assist in cleaning, organizing and maintaining spaces as assigned
- Enroll students and organizations in programming; general registrar duties included
- Processing payments and refunds in a timely/accurate manner
- Respond to inquiries in an informed and timely manner
- Participate in team meetings
- Maintain a safe environment and follow emergency protocol as necessary
- Maintain student database in accordance with team procedures
- Assist with special events and activities
- Complete various projects and tasks as assigned

Qualifications:

The ideal candidate would have

- Previous customer service experience, both with children and adults
- Good writing, analytical, and problem-solving skills
- Ability to operate standard office equipment
- Ability to lift up to 40 lbs.
- Ability to motivate and effectively communicate with co-workers, parents, and students
- Mature judgment and sound decision-making
- Ability to follow oral and written instructions
- Enthusiastic attitude and positive demeanor
- Ability to work well alone and as part of a team
- Previous experience handling money

Compensation:

Differs on the applicant's experience and expertise

Email resume and cover letter to: recruiter@sancaseattle.org