



Office Administrator

Full-Time Position

About Win|Win

Win|Win is a network of progressive organizations coming together to advance racial, social, and economic equity across Washington through civic and political engagement. Our partners work together to build a new political landscape that inspires people; where individuals engage because they see themselves and their values reflected across our democracy. Win|Win provides our network with strategic coordination, data and research, and individual technical assistance to increase our ability to create change together.

We are a small but mighty team that takes pride in building an organizational culture rooted in trust, collaboration, and learning, with an ongoing commitment to use an anti-racist lens throughout all of our work. We are committed to developing individual and team skills, sharing leadership, open communication, and a healthy work/life balance. We are based in a shared office and you can often find us gathered in the kitchen sharing pictures of pets, discussing what we are currently binge watching, and talking about food.

In short, we strive to create a big impact on the political and civic landscape in Washington while making sure we have fun along the way.

About the Position

We are looking for a self-starter with strong organizational skills and attention to details to assist with the day-to-day operations of the organization. The Office Administrator will also manage Civic|Space, an office shared by multiple organizations. The Office Administrator is a full-time role that reports directly to the Operations Director.

All staff are expected to advance our mission, vision, and core strategies. The Office Administrator will be expected to act as a champion for the Win|Win Network and our partners by understanding their programs and trends impacting the communities they serve.

Core Responsibilities of the Role

Finances (40%)

- Record day-to-day financial transactions in bookkeeping software
- Process accounts receivable and payable, including preparing checks for payment
- Reconcile credit card accounts monthly and assist with closing out monthly books
- Assist with administering financial processes for fiscal sponsorship programs

Operations (40%)

- Coordinate logistics and materials for board meetings and network events
- Coordinate logistics, book all work-related travel and assist with scheduling as needed
- Provide overall management of office, including phone & internet systems, office equipment, conference room rentals and maintenance
- Monitor office supply levels and reorder as necessary
- Provide administrative support to tenants as needed

Development (20%)

- Provide development support to the Executive Director
- Assist with fundraising events, including communications and logistics
- Help prepare grant financial documentation for proposals and reports
- Process donations and follow up

Minimum Experience & Skills

- Strong listener with an aptitude for understanding disparate needs, asking clarifying questions and finding solutions
- Strong customer service and problem solving skills
- Willingness and aptitude to learn new technical skills
- Ability to communicate effectively, both in writing and in person, be detail-oriented, and meet deadlines
- Ability to work independently and in a team setting
- Ability to manage several tasks/projects concurrently and prioritize work effectively
- Experience and cultural competency working with diverse communities

Desired Experience & Skills

- Experience with CRM or donor management system
- Working knowledge of Quickbooks or similar products
- Communication and editing skills
- Operations or administrative experience, preferably in political, nonprofit and/or grassroots organization

Compensation & Benefits

Salary Range: \$45,000 - \$48,000 based on experience. This is a full time (40 hours/week) salaried position that requires a willingness to occasionally work outside of normal business hours.

Benefits: 100% employer-paid medical, dental, vision, Orca card transit pass, SIMPLE IRA with employer match, paid vacation, sick time and 10 paid holidays.

Anticipated Start Date: Negotiable, ideally by late April to early May

To Apply: Please send resume and cover letter to jobs@winwinaction.org by April 5th, 2019 and include "Office Administrator" in the subject line. Interviews will be conducted on a rolling basis. If you have specific questions before applying, please contact the Operations Director, Shin Shin Hsia at: sshsia@winwinaction.org

Win|Win believes that a diverse workforce and inclusive workplace culture enhances our ability to fulfill our mission. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.