

Administrative Assistant

We are looking for an articulate, organized, compassionate self-starter to keep our non-profit operating efficiently on a daily basis. Tasks include but are not limited to: managing reception and general administrative duties, including finance, HR and development support. This 40-hour-a-week position reports directly to the Executive Director.

Duties:

- Greet guests, and receive walk-ins and appointments
- “Own” the general office area and keep it clean and orderly
- Organize and maintain all agency files, paper and electronic (grants, contracts, A/P, A/R. etc.)
- Manage phones; set up voice mail, retrieve messages, and return calls
- Coordinate facilities management, including office equipment
- Sort and process mail
- Generate thank-you letters, receipts, and bulk mailings
- Make daily bank deposits (via desktop remote deposit)
- Track, purchase, and pick up office supplies, etc.
- Process and track background checks and new employee paperwork
- Provide meeting set-up
- Fundraising and events support, including database entry/reports, and producing/distributing marketing materials
- Medical billing support, including cash, insurance, receipts entry, credentialing, charge entry, new patient entry

Required Qualifications:

- Minimum 2-year degree
- 2 years' work experience in a clerical/administrative setting
- Experience with phone-based customer-service and confidential concerns
- Word, Excel, Power Point, and Publisher a must
- Demonstrated excellent written and verbal skills
- Excellent time-management, organizational, and problem-solving skills a must
- Adaptable to a constantly changing environment
- Warm, friendly demeanor
- Ability to lift 20-30 lbs.
- Current driver's license and insurance necessary for running errands

Competitive wages (starts at \$17/hr) * Health & Dental Insurance * PTO and generous paid holidays
Flexible Schedules * 401(k) retirement plan. Eligibility dependent on minimum hours worked criteria

About Us

Wonderland was founded in 1969 by a group of dedicated parents and the Choshi Junior Women's Club to help just three children with developmental disabilities. We now serve approximately 200 families and their children ages birth to three with special needs per month in north King and south Snohomish counties.

Mission

Wonderland's mission is to empower families and their children with special needs to reach their full potential as they live, learn, and play.

To Apply, please send resume and cover letter to cteno@wonderlandkids.org.