



## **PART TIME – Independent Contractor ADMINISTRATIVE ASSISTANT POSITION**

**Administrative Assistant Job Purpose:** Provide Healthy King County Coalition (HKCC) operational support by effectively running the administrative and communication activities.

### **Administrative Assistant Essential Job Duties:**

1. Administrative: Establishes and maintains electronic files, databases, scheduling for the coalition and its workgroups: attend meetings, write and distribute minutes, manage scheduling, and produce policy priority updates.
2. Communications: Manage website development: social media, oversee weekly content updates for web, emails, and bi monthly newsletter.
3. Preparation/promotion: Prep external correspondence: compiling survey results, composes flyer content, advocacy letters, grants and press releases.

**Credentials:** Race and social justice background, strong writing skills, professional, adept with Microsoft Office, proficient web and social media navigation, self-directed, creative, people oriented, project management knowledge, and analytical skills.

### **Knowledge of:**

1. Principles and practices of office management.
2. English grammar and composition to write, review and edit documents.
3. Proficient with social media (Facebook and Twitter), blogging, web updating
4. Basic accounting principles to reconcile and balance financial records.
5. Familiar with social determinates of health and health equity principles

### **Key Abilities:**

1. Independently perform administrative assignments with a high degree of accuracy and under minimal supervision.
2. Research, write, tracking information, and coordinate with program manager,
3. Proficient with social media, coordinating and event planning, events
4. Effectively communicate, both orally and in writing.
5. Identify problems and analyze alternatives to develop viable recommendations for projects and assignments.
6. A passion for working with communities of color

**Location:** This is an E-work-position, with **up to 8 hours a week of travel to local meetings**, and up to 15 hours of administrative duties.

**Position remittance:** \$15 hour, up to 15 hours week.

**Duration:** Immediately until December 2017.

**Apply:** Letter of interest and resume to Program Manager, [healthykingcounty@cshc.org](mailto:healthykingcounty@cshc.org)