



Child Care Aware of Washington Office Coordinator

Child Care Aware of Washington, a statewide leader in Washington's Early Learning system, announces an exciting opportunity for an Office Coordinator. Our ideal candidate will become a part of a dedicated team that is working to improve the quality of early childhood care and learning programs across Washington State. The Office Coordinator welcomes guests including CCA of WA regional staff and external customers; and acts as a central logistical resource for network staff. This position has the opportunity to have a positive impact on many programs and projects. This exciting position offers a chance to make a real difference in the work we do to help ensure that *all* children have access to high-quality care that provides the best chance to succeed in school and beyond.

POSITION DESCRIPTION:

The Office Coordinator is a member of the Child Care Aware of WA (CCA of WA) Finance and Accountability team, whose charge is to provide high-quality financial and administrative support to the internal team, regional staff and visitors. The position provides administrative and logistical support to the network office and is under the direct supervision of the Director of Finance & Accountability.

DUTIES AND RESPONSIBILITIES:

Administrative and Logistical assistance for the Network office shall include, but not be limited to:

1. Welcomes CCA of WA regional staff, DEL staff, clients and visitors to the office and assists them as needed
2. Performs a variety of administrative and logistical tasks such as:
 - a. Answer phones and route calls to appropriate person
 - b. Organizing and ordering office supplies, including maintaining vendor relationships
 - c. Manage, sort and distribute mail, faxes and packages
 - d. Assemble and mail informational packets, reports and publications
3. Conference rooms:
 - a. Reserve conference room space and confirm with individuals/groups involved both internal and external meetings
 - b. Maintaining up-to-date conference room calendars
 - c. Ensure conference rooms are supplied with beverages, required technology and materials
4. Notify and remind all parties of upcoming events, lunches, meetings, etc.
5. Maintain public space
6. Uphold and carry out CCA of WA office policies and procedures

REQUIRED QUALIFICATIONS

- 1 to 2 years' experience providing administrative support
- Demonstrated excellent customer service skills
- Strong oral and written communication skills
- Organized and detail-oriented

- Demonstrated computer proficiency and in-depth knowledge of MS Office Suite (Outlook, Word, Publisher, Excel and PowerPoint), printing, scanning, faxing etc.
- Demonstrated knowledge of standard office administrative practices and procedures
- Experience answering a phone line and coordinating virtual meetings
- Ability to prioritize and perform tasks with minimal supervision
- Ability to be flexible and adapt to an ever-changing program
- Demonstrated ability to handle multiple requests and prioritize effectively
- Able to work independently on projects and also collaborate as a strong team member
- Dedicated to building and supporting positive teamwork among co-workers
- High School Diploma or GED required, AA degree or higher preferred

PREFERRED QUALIFICATIONS

- AA Degree preferred
- Related nonprofit work experience
- Effective and flexible communications and interpersonal skills, including highly engaged listening
- A collaborative work style, with positive, customer-oriented relationships with staff and partners
- Bilingual in Spanish
- Customer service training

PAY RANGE, HOURS, BENEFITS

This is a benefit-eligible, hourly, non-exempt, ¾ to full time (30 to 35 hours) position with the compensation package established and approved by the Child Care Aware CEO. Salary starting range: \$16.00-\$19.00/hr. This position has some flexibility around starting and ending times in order to work around school schedules.

Child Care Aware of WA is an equal opportunity employer. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.

TO APPLY

Send detailed resume, cover letter and three references via e-mail to:

careers@wa.childcareaware.org

Applications received **by February 2, 2018** will receive first consideration.