



Job Title: Administrative Services Coordinator

Job Summary: The Administrative Services Coordinator is responsible for coordination of organizational-wide administrative support, central communications with stakeholders, program operations support, data processing and general front office responsibilities.

Reports to: Vice President

Responsibilities:

1. Welcome guests in-person and respond to general email and over-the-phone inquiries in a friendly, professional, and accommodating manner.
2. Process incoming and outgoing mail/packages; log and distribute accordingly.
3. Provide organizational-wide administrative support to both executive-level and staff-level teams.
4. Function as administrative liaison for staff by being well-informed of internal organizational goings-on; and responding to or forwarding inquiries appropriately.
5. Support the Resource Development Department with major annual fundraising events and registration activities.
6. Coordinate and administer program registration and reservation system (Activenet).
7. Oversight and administration of program registrations, testing buildouts, modifications, and withdrawals in the Active Net system.
8. Maintain data integrity and accuracy in Salesforce CRM, complete monthly data reporting.
9. Process all incoming donations, record in Salesforce CRM, and follow up with donor acknowledgement process.
10. Support information technology and facility management systems in partnership with contractors.
11. Provide basic support for physical tech systems, such as phones, computers, and servers; activate more in-depth troubleshooting with contracted IT services and follow up as / when appropriate.
12. Collaborate with staff to report on and analyze data from multiple stakeholder surveys.
13. Collect payments from stakeholders using various payment processing systems.
14. Comply with Outdoors for All safety and health policies and procedures.
15. Participate fully as a member of the Outdoors for All staff.
16. Other duties as identified.

Qualifications:

1. Excellent interpersonal, verbal, and written communications skills.
2. Exceptional customer service skills with an ability to adapt to individual customer needs, think outside the box, and provide a high-quality experience for all stakeholders.
3. Experience working with individuals with disabilities or a commitment to learning about the populations we work with to ensure equitable service.
4. Ability to work occasional weekends and evenings.
5. Strong attention to detail, organizational skills, and follow-through.
6. Experience with Microsoft Office Suite including Outlook, Word, and Excel.
7. Database experience required.
8. Experience with Salesforce preferred.

9. Experience with Adobe Creative Suite a plus.
10. Ability to lift and carry a minimum of 25 lbs.
11. Valid Washington State Driver's License.
12. Commitment to promoting an inclusive, positive, fun and team-oriented working environment.

Compensation: \$25.00 – \$29.00 per hour
Hours: 40 hours / week, Monday through Friday with occasional special event support requested at other times, including (i.e., weekend days, after hours, etc.).
Benefits: **Medical w/ vision, Dental, SIMPLE IRA, 15 days PTO.**
Status: Full time; nonexempt
Closing date: Open until filled

Application Process:

Outdoors for All is a mission driven, yet business minded nonprofit. We will give your application due consideration if you follow the following steps. Applicants that do not follow these instructions will be disqualified from consideration. Thank you.

- A. **Required:** résumé
- B. **Required:** Cover letter accompanying your one-page resume with *specific* responses to each of the following questions: Not all candidates will have previous office experience. If you do, what kind of an office have you worked in? If not, do you have experiences that you think would be transferable to providing support to a small, dynamic office?
 1. Please rate your abilities in using the Microsoft Office suite of products with "0" being no experience to "4" being excellent:
 ___ MS Outlook ___ MS Word ___ MS Excel ___ MS PowerPoint ___ MS Publisher
 2. Please rate your abilities in using the Salesforce CRM / database with "0" being no experience to "4" being excellent: ___ Salesforce
 3. Please describe your experience interacting with stakeholders in previous roles.
 4. If your references were to use three adjectives to describe you, what do you think those adjectives would be?
- C. **Submit:** Please submit résumé and cover letter with answers to the above specific questions to: info@outdoorsforall.org.

Outdoors for All is a Seattle-based nonprofit that has been transforming lives through outdoor recreation since 1979. Our headquarters is based in Bellevue, WA. Each year over 2,400 children and adults with disabilities exercise their abilities in our adaptive and therapeutic recreation programs thanks to the support of more than 700 volunteers, 22 year-round staff, 10 part time staff and numerous donors.

Outdoors for All Mission:
 To enrich the quality of life for children and adults
 with disabilities through outdoor recreation