



## Outdoors for All Foundation Position Description

**Title:**                **Administrative Services Coordinator**

**Summary:**        The Administrative Services Coordinator provides part-time, in-person administrative support at Outdoors for All's Bellevue office. This position helps ensure the day-to-day operations of the office run smoothly, serves as a welcoming and helpful presence for visitors and staff, and provides administrative support across the organization as needed.

Working closely with the Senior Events & Marketing Director and other staff, this role supports front office operations, mail and document processing, office equipment and supplies, and general administrative needs. During peak program and event seasons, the Administrative Services Coordinator may also provide additional project and administrative support to program, events, and other teams.

**Reports to:**     Senior Events & Marketing Director

### **Key Responsibilities:**

1. Serve as a welcoming, friendly, and professional in-person presence at the Outdoors for All Bellevue office, greeting visitors and helping connect them with the appropriate staff member.
2. Support general organizational communications as needed, including answering or directing phone calls and assisting with the general "info" email inbox in coordination with the Admin Manager.
3. Process incoming and outgoing mail and packages, including collecting, sorting, logging, and distributing mail to the appropriate staff or department.
4. Receive and appropriately route incoming checks, donations, invoices, bills, and other official documents, including maintaining the organizational check log.
5. Help maintain smooth day-to-day office operations, including monitoring office supplies, shared spaces, printers, postage/mail equipment, and other common office resources.
6. Troubleshoot basic office equipment issues and coordinate with the appropriate staff member, vendor, or contractor when additional support is needed.
7. Serve as an administrative resource for staff working from or visiting the Bellevue office and help respond to routine office needs as they arise.
8. Provide general administrative and project support to program, events, development, and other staff during peak seasons or periods of increased organizational activity.
9. Assist with occasional projects such as preparing materials, organizing supplies, assembling mailings, data entry, filing, or other administrative tasks.
10. Work closely with the Admin Manager to ensure consistent communication and coverage of front office responsibilities.
11. Comply with Outdoors for All safety and health policies and procedures.
12. Participate fully as a member of the Outdoors for All staff and contribute to an inclusive, positive, and team-oriented workplace.
13. Other duties as identified.

### **Qualifications:**

1. Excellent interpersonal, verbal, and written communication skills.

2. Strong customer service skills and a friendly, professional approach when interacting with participants, families, volunteers, donors, partners, visitors, and staff.
3. Strong attention to detail, organizational skills, and follow-through.
4. Ability to work independently, identify routine needs, and take initiative to help keep office operations running smoothly.
5. Ability to manage multiple small tasks and priorities in a busy nonprofit environment.
6. Experience with Microsoft Office Suite, including Outlook, Word, and Excel.
7. Comfort learning and using basic office equipment and administrative systems.
8. Experience working with individuals with disabilities or a commitment to learning about the populations we serve and providing equitable, inclusive service.
9. Ability to lift and carry up to 25 lbs. and complete routine office tasks that may involve moving packages, supplies, or event materials.
10. Valid Washington State Driver's License preferred.
11. Commitment to promoting an inclusive, positive, fun, and team-oriented working environment.

**Compensation:** \$24.00 – \$27.00 per hour

**Hours:** Approximately 10–12 hours per week, spread across 2–3 days per week, primarily during regular Monday–Friday business hours. This is an in-person position based at Outdoors for All's Bellevue office, and the weekly schedule will be structured to provide consistent office coverage throughout the week rather than consolidating hours into a single day. Occasional additional hours may be available or requested during peak program periods, special events, or other organizational needs.

**Benefits:** Benefits eligibility and availability are based on hours worked and Outdoors for All policies.

**Status:** part-time; non-exempt

**Closing date:** Nov 16, 2026

**Application process:** Please submit résumé and cover letter to: [info@outdoorsforall.org](mailto: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, more than 2,500 children and adults with disabilities exercise their abilities through our adaptive and therapeutic recreation programs, supported by more than 850 volunteers, year-round and seasonal staff, donors, and community partners.