Providing resources and community to lesbian, gay, bisexual, transgender, and questioning youth.

Lambert House
PO Box 23111
Seattle, WA 98102
206.322.2515

JOB OPENING: Administrative Assistant
Posted July 2024. Open until filled.

Hours: 40 hours weekly, plus 36-50 hours per year of required overtime. Overtime dates are typically communicated at least two months in advance. This is not a remote position, and all work must be done on-site at Lambert House; limited remote work may be possible after 3 months. An 11am-8pm schedule (including breaks) is preferred; this is negotiable, and working hours need to significantly overlap with other staff who work in the afternoon and evening.

Salary: $4,333 - $5,333 per month, DOQ.
(With overtime, the pay range is $53,346 - $66,304 annually.)

Benefits: Excellent medical plan, plus vision and dental, all premiums fully paid. Three weeks of paid vacation to start. One day of paid sick leave per month. 12 paid holidays. 401(k) available after 1 year, and Health Reimbursement Arrangement available after three years.

Overview
Lambert House is a small nonprofit and the wide range of responsibilities in this job reflects that. The position provides administrative support to all functions, emphasizing the volunteer program and donor development. It reports to both the program director and the executive director.

Lambert House has a large, well-established, skilled-volunteer program of 100-150 volunteers weekly, and interactions with those volunteers are often described by alumni as the most valuable aspect of their Lambert House experience. This position supports that volunteer program.

The position also handles tasks related to institutional and individual giving, business operations, human resources management, procurement, correspondence, and filing. There is some interaction with donors, requiring diplomacy and relationship building. The selected applicant must be meticulous in data entry and record keeping, exceptionally detail-oriented, and trustworthy in maintaining strict confidentiality of business, personnel, donor, and client records. The applicant must pass a national criminal background check.

The person in this position collaborates closely with other staffers. Much of the work occurs in predictable cycles and not all of the responsibilities occur simultaneously. That makes the range of responsibilities and the amount of work manageable.
Responsibilities

20 hours weekly, approximately, plus the assigned overtime

Screening Volunteers: Review written applications; schedule interviews with the Program Director or Program Manager; complete reference checks; run criminal history and driving record checks.

Volunteer Training: Collaborate with the program director to coordinate approximately 22 hours of volunteer training, typically three times annually. There is a well-thought out structure in place for this, including hiring trainers. Lead venue set-up on training days, which occur on weekends, and are part of the overtime for this position.

Volunteer Coordination: Schedule volunteers into long-term roles; implement manual and online volunteer management systems; produce and distribute quarterly volunteer updates; recruit and schedule volunteers to chaperone youth events; and produce periodic volunteer social and recognition events.

Volunteer Service Projects: Coordinate and supervise corporate volunteer groups, sports teams, or community groups in one-time projects.

Support Youth Events: Recruit and schedule volunteers for youth events, set-up and staff registration and coat check areas during events/dances. These events typically occur on weekends 4 times per year and would be part of the overtime for this position.

20 hours weekly, approximately

Donor Development: Schedule executive director’s donor meetings on and off-site. Collaborate with the executive director to design and email or mail donor solicitations. Follow up with donors whose recurring donations have expired. Input donor records in a relational database (Little Green Light), generate timely donor-acknowledgement letters for both email and paper mailings. Download donor reports from multiple software platforms and input all donations. Generate donor reports. Research donor prospects.

General Administrative Tasks: Administratively support the executive director, King County Program Manager, and the Program Director. Maintain office supply inventory; source and order supplies as needed. Pick up mail from the post office twice weekly; distribute mail internally. Make copies, prepare monthly bulk mailings and deliver to a USPS bulk mail location (mileage reimbursement or vehicle will be provided).

Other: This staff position may participate in staff meetings and project meetings as directed. This position may be assigned other responsibilities.

Minimum Qualifications

- Four-year Bachelor’s degree
- Must be available to work at our Capitol Hill, Seattle facility.
- Must be able and willing to drive, have a current driver’s license, and two or fewer moving violations in the last three years, ongoing.
- Ability to flex schedule to meet the needs of the organization.

Additional Preferred Qualifications
- A two-year commitment is requested.
- Volunteer coordination experience
- Professional experience handling confidential personnel or donor records
- Demonstrated experience designing donor solicitations in Little Green Light, Mail Chimp, or other CRM software.
- Professional experience in small-scale procurement, including obtaining multiple competitive bids for licensed contractors such as plumbers and electricians.

**Physical Requirements**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, talk, see, and hear. The employee is also required to regularly push, pull and lift objects weighing up to 20–30 pounds unassisted, and to climb one flight of stairs 5–10 times per day. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

No smoking by staff is allowed on the premises or at any Lambert House in-person youth function, program, or activity. Being under the influence, or experiencing the effects, of alcohol, marijuana, or other drugs not used in accordance with a prescription is prohibited during work hours. Limited use of alcohol may be permitted at private or fundraising events designated by the Executive Director.

**Nondiscrimination Statement**
Lambert House does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender identity, genetic information, political ideology, age, creed, religion, ancestry, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability. People of color, women, and transgender and gender expansive people are encouraged to apply.

**To Apply**
Email cover letter and resume to jobs2@lamberthouse.org, Attn: Brandon Knox.

Resumes should list your education, experience, and other qualifications. Cover letters should highlight which qualifications in your resume prepare you for this specific role.

Selected applicants will be contacted to schedule an initial interview. This position is open until filled.