



Administrative Assistant Job Description

Location: Vancouver, WA & Seattle, WA

About Us

iUrban Teen is a nationally recognized program dedicated to bringing career-focused education to historically and systemically excluded teens ages 12 to 18. Youth receive hands-on exposure to a variety of careers and civic engagement opportunities that step them outside of their current boundaries. Our program goals are to increase awareness and knowledge of STEM+A careers and training, to build confidence and critical thinking, to provide mentorship and internship opportunities and to create a collaborative learning model for youth.

We are looking for a skilled part-time **Administrative Assistant** who will report directly to our Managing Director and help manage our day-to-day operations in office. Responsibilities include basic bookkeeping, event support, database management, and general office support.

Job Responsibilities

1. Administrative Support: This position is responsible for providing general administrative support as needed, including but not limited to:

- Assist the Managing Director with scheduling and communications.
- Purchase supplies for youth programming and office needs.
- Prepare for meetings by preparing agendas, minutes, and other documents.
- Maintain organizational files and documents.
- Serve as first point of contact for the organization.
- Manage repair and maintenance of office equipment, including computers, phones, and printers.
- Perform basic bookkeeping tasks.
- Perform general administrative support.

2. Special Events:

- Work closely with Programs Manager to ensure the smooth operations of our youth programming.
- Coordinate tabling at community events.
- Assist with scheduling of tours and field trips on Eventbrite.
- Assist with coordination of event logistics.

3. Communications:

- Coordinate website updates.



- Coordinate bulk mailings, such as calendar mailings at the beginning of the year.
- Maintain organizational archives.

Take on additional tasks as directed by the Executive and Managing Director, as well as Programs Managers.

Qualifications

- Minimum two years related experience; nonprofit experience a plus.
- Proficiency in English and in MS Office.
- Customer service orientation.
- Proficiency with spreadsheets, databases, and word processing.
- Ability to multi-task and prioritize in a dynamic work environment.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Solid written and oral communication skills and excellent phone mannerisms.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Ability to pass background check.

About this position:

- 40 hours per week, Monday through Thursday.
- \$22 per hour.

To Apply:

Send resume and cover letter to Ratika@iurbanteen.org explaining why you are a good candidate for this role.

iUrban Teen is an equal opportunity employer committed to racial equity. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latinx, Asian, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

iUrban Teen values work-life balance through flexible schedules, bringing one's whole-self to work every day, close partnerships between community and employees, and creating a safer work environment for employees of historically excluded communities.



All applicants who receive a conditional offer of employment will be required to comply with the Company's mandatory COVID-19 Vaccination Policy. The Company's COVID-19 Vaccination Policy requires all employees who work from the Company's offices or whose job duties require them to travel to our U.S. offices, and/or private destinations be fully vaccinated against COVID-19. If you are covered by this policy, you will be asked to complete Vaccination Attestation upon acceptance of this offer and upload proof of vaccination to the Company's human resources system on your first day of employment.