



**Phinney Neighborhood Association**  
**Substitute Administrative Assistant Job Announcement, hours vary**  
**July 23, 2018**

### **Position Overview**

The PNA Substitute Administrative Assistant position is a part-time, on-call position responsible for helping community members and renters who call or come in to the Phinney Center, and providing support to PNA staff as needed. Shifts vary based on need. Start times can be as early as 8:30 am, and go as late as 10:30 pm. This position reports to the Associate Director.

### **About the Phinney Neighborhood Association**

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary, a hot meal program, programs for seniors, including the Greenwood Senior Center, PNA Village, a Community Technology Center, an art gallery, a tool lending library, a community education program, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. PNA serves over 25,000 people each year, has 85 staff, 1,700 volunteers, and an annual budget of \$3 million.

### **Essential Responsibilities**

- Opening the Phinney Center and closing at the end of the day, including walking between buildings and locking classrooms and outer doors
- Greeting customers and receiving phone calls and emails to provide general information about the PNA, classes, programs, and events to the public
- Providing support to PNA staff including data entry, mailings, and other tasks
- Preparing rooms for instructors and PNA programs, opening on time and locking after the event
- Responding to inquiries regarding hourly rental space, schedule any last-minute room rentals, collect and record payments
- Assisting with scheduling and class registration
- Processing payments for classes, membership, events, and donations
- Communicating with administrative staff any concerns regarding renters or the condition of the buildings

### **Qualifications**

- Willingness to lock buildings at night, walking both the interiors and exteriors
- At least two years of receptionist and administrative assistant experience with a strong customer service background
- High level of proficiency with the Microsoft Office Suite, including Word and Excel. Prefer experience with SalesForce
- Excellent written and oral communication skills
- Experience working in a community center or nonprofit setting preferred
- Excellent decision making and critical thinking skills
- Team-orientation and appreciation for community-building mission of the PNA

- Ability to work in an open office environment
- Current First Aid/CPR & Defibrillator and Emergency Preparedness training (provided by PNA if you do not have the training)
- Position requires occasional lifting of up to 25 pounds and ability to climb stairs and walk between buildings on Phinney Center campus

### Compensation

This is an on-call position paying \$16.25/hour. Benefits include: 401(k) plan with employer match; and a free PNA household membership with reduced costs for classes and room rentals. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

### To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to [hr@phinneycenter.org](mailto:hr@phinneycenter.org). Position is open until filled.

Questions can be directed to Laura Silverstein, Associate Director, at [lauras@phinneycenter.org](mailto:lauras@phinneycenter.org)