



**Phinney Neighborhood Association
Greenwood Senior Center Office Manager Job Announcement, 30 hrs/wk (.75 fte)
August 2, 2018**

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, and a computer lab; 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.

About the Greenwood Senior Center

The PNA's Greenwood Senior Center (GSC) serves a growing number of neighborhood and city-wide seniors and people of all ages with a wide variety of programming and services that are essential to a healthy, active and independent life. The senior center has become a community resource on aging issues, collaborating with community organizations, nonprofits, medical providers and neighborhood businesses to be both a good neighbor and an effective organization. The GSC is an inclusive community that provides social, physical, and educational activities focused around the needs of older adults. GSC works to fight isolation, build camaraderie, and enrich lives by providing a variety of programs for adults in the areas of fitness, the arts, technology, memory loss, social opportunities and social services, including a daily hot lunch program. In 2017 almost 3,000 people visited the senior center.

Position Overview

PNA seeks an Office Manager at the Greenwood Senior Center (GSC), whose experience and philosophy closely align with the PNA's mission and values. The position is 30 hrs/wk (.75 fte), M-F, 8:00 am – 2:30 pm. The Office Manager will provide support for our collaborative, dynamic senior center, and is involved in most aspects of operations, including providing administrative support to staff, managing office volunteers, scheduling, billing, and more. The Office Manager reports to the Senior Programs Director.

Essential Responsibilities

- Oversee volunteer receptionists and manage all front office needs.
- Provide administrative support to staff.
- Manage internal room reservations using Salesforce and maintain weekly calendar.
- Assist with database entry using Salesforce.
- Work with the Senior Programs Director and data entry volunteers to prepare data reports to funders.

- Respond to inquiries about events, current classes and programs, assist with scheduling and class registration and maintain program reference binders.
- Process payments for classes, membership, events and donations and prepare weekly deposits and petty cash bookkeeping.
- Assist with occasional room set-up for classes and events.
- Other duties as assigned.

Qualifications

- A minimum of two years receptionist and administrative support experience in a nonprofit setting, with a strong customer service background.
- Experience working in a community center or senior center preferred.
- Passion for the community building mission of the PNA.
- Personal commitment to creating a culture of diversity and inclusion.
- Organized with strong ability to multitask and prioritize needs.
- Excellent verbal and written skills.
- Ability to work independently in a very active and open office environment.
- Computer proficiency with extensive experience using the Microsoft Office Suite; knowledge of Salesforce a plus.
- Position requires occasional lifting of up to 25 pounds, including room set-up and take down, and ability to climb stairs on a regular basis.
- Other duties as assigned.

Compensation

Position pays \$18-19/hour. This is a 30 hrs/wk (.75 fte) position, with a schedule of M-F, 8:00 am – 2:30 pm.

Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year's Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment. 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. Position open until filled and preference given to candidates who apply by August 21, 2018 at 5 pm.

Questions can be directed to Cecily Kaplan, Senior Programs Director at cecily@phinneycenter.org