



Phinney Neighborhood Association

Morning Administrative Assistant Job Announcement, 20 hours a week

June 2022

Phinney Neighborhood Association Mission

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.

Position Overview

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

We are seeking an Administrative Assistant to be our Morning opener. This vital position opens the Phinney Center Campus buildings and sets the tone for the day. The hours are 8:15am-12:15pm, Monday through Friday, with the occasional opening time beginning at 8:00am. This very dynamic, open workspace, requires the ability to multitask. Examples of a typical morning include welcoming members of our community, providing general information and responding to specific inquiries. As a member of the administrative team, this role requires the ability to share work as well as work independently. General administrative duties include but aren't limited to responding to phone calls, emails, using MS Office and processing payments as needed. Having a positive attitude, welcoming demeanor and a sense of humor is vital when working closely with the general public. This position reports to the Central Office Manager.

Essential Responsibilities

- Maintain the Phinney Center as a welcoming space and provide access as needed for renters, lease tenants, PNA programs and events.
- Assist community and members with inquiries about rentals, membership, events and programs by developing knowledge of the PNA.
- Perform daily administrative duties and other administrative projects as assigned.
- Ensure the safety and security of the center and visitors.
- Independently open the buildings in the morning.

Qualifications

- One to two years administrative assistant experience with a strong customer service background
- Effective written and verbal communication skills.
- Experience working in a community center or nonprofit setting preferred
- Embrace working with a broad spectrum of community members and staff
- Knowledge of Microsoft 365 suite and internet
- 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 dynamic collaborative team setting, as well as working independently
- Position requires occasional lifting of up to 25 pounds, including room set-up and take down, and ability to climb stairs and walk between buildings on Phinney Center campus
- Current CPR, First Aid certification or ability to obtain within the first month of hire

- Ability to pass national criminal background check

Compensation

This is a 20 hour per week Monday through Friday position paying \$17-\$18.25/hour DOE. 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.

About the Phinney Neighborhood Association

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 School, a hot meal program, the Greenwood Senior Center, PNA Village, an art gallery, a tool lending library, 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. The PNA serves over 27,000 people each year, has 70 staff, 1,300 volunteers, and an annual budget of \$2.5 million. 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 apply@phinneycenter.org. Preference will be given to candidates who apply by July 11 at 5 pm.