



Administrative Assistant \$19/ per hour; Part-Time (20-25 hours per week), Vancouver, WA

TO APPLY: Send in a resume, cover letter, and the contact information for 2 professional references to info@odysseyworld.org

Job Description

Odyssey World International Education Services is a 501(c)3, education-based non-profit organization. We collaborate with many advocacy groups, charities, and coalitions within Vancouver to provide support for communities disproportionately impacted by poverty, institutionalized discrimination, and the COVID-19 pandemic.

Due to our increased growth and the demands of the people we serve, we are looking for a talented individual to serve as the Administrative Assistant to the Executive Director. This position will support the Director's Office with strategic initiatives and projects that will advance the long-term goals of this organization. Although this is an entry-level position, it supports highly visible work which will include attending council meetings, speaking with the media, and communicating with various levels of stakeholders.

CARE is the framework of our operations, and it stands for **C**ommunity outreach, **A**dvocacy and awareness, **R**esource referral, and **E**ducation.

Responsibilities Include:

- Greeting Clients, answer phones, and maintain intake/ inquiry records
- Create and maintain filing systems, both electronic and physical
- Collating and distributing mail
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence
- Supporting community outreach projects through documenting plans and progress
- Coordinating and scheduling meetings (in-person and on Zoom), keep minutes
- Update and Manage calendars on all our platforms
- Data-Entry
- Attending some community events and reporting relevant information that impacts our mission.

Eligibility Criteria and Essential Attributes

- Associate's degree or higher in a relevant field of study. **Professional experience will be considered in lieu of education**
- Strong Computer Skills--demonstrated ability to use, create, and maintain documents created with Microsoft Office suite, Google suite, Adobe Acrobat
- Excellent written and oral communication skills
- Strong organizational skills & ability to prioritize
- Technology skill set to keep all data secure whether working onsite or remotely
- Experience organizing projects
- Experience and competence working with culturally diverse populations

Additional Requirements: Successful candidates for this position must offer proof of COVID-19 vaccination and will be subject to a computerized criminal history and abuse check.