



**ANEW** is a nonprofit organization with a mission of building people, building communities. Founded in 1980, ANEW has a unique and successful reputation for assisting underserved populations into apprenticeship and family wage careers. ANEW is focused on changing the culture and demographics of industries that have historically not been diverse or inclusive.

**POSITION TITLE: Administrative Assistant**

Reporting to the Director of Operations.

**ESSENTIAL FUNCTIONS**

- Answer ANEW main phone line and direct calls to the appropriate department and staff.
- Welcome visitors providing polite and professional communication and assist them in connecting with the correct staff and program.
- Collect, sort, and distribute mail.
- Receive deliveries, open packages, and distribute items to appropriate staff.
- Manage the [info@anewcareer.org](mailto:info@anewcareer.org) email address and forward messages to appropriate staff.
- Prepare communications, such as memos, emails, invoices, reports, and other correspondence.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Perform administrative duties such as filing, typing, copying, binding, scanning, etc.
- Handle sensitive information in a confidential manner.
- Attend staff meetings and take detailed minutes.
- Order office supplies and other items upon request.
- Coordinate repairs to printers and other office equipment.
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc. Perform other duties as assigned.

**MINIMUM / REQUIRED QUALIFICATIONS**

- Demonstrated commitment to economic, racial, and social justice and an understanding of the ways institutions and systems hurt communities of color through both conscious and unconscious bias.
- Flexibility and adaptability in working with a growing non-profit.
- Strong communication and administrative skills with a proven track record of managing multiple projects.
- Experience in working with collaborative partnerships.

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS**

- Background screening through Washington State Patrol
- Ability to work flexible schedule to include evening and or weekend

- Proof of citizenship or other authorization for employment
- Continuation of employment is contingent upon successfully performing work described
- Continuation of this position is dependent on achievement of performance goals and availability of funding

**WORK LOCATION:** ANEW Tukwila Training Center and Satellite locations as assigned

**WORK SCHEDULE:** Monday – Friday

**REPORTS TO:** Director of Operations

### SALARY

This position is an hourly paid exempt position with a range of \$64,480 - \$67,433 per year. This position is grant funded and continuation of this position is subject to continuation of funding. The starting hourly rate is based on education and experience as per the below matrix.

Experience	H.S./GED	Bachelors	Masters
0 - 2.99 years	\$31.00	\$31.47	\$31.94
3 - 4.99 years	\$31.47	\$31.94	\$31.94
5 +	\$31.94	\$32.42	\$32.42

Years' experience must be directly related to this position.

### BENEFITS

This position is an exempt position. The person in this position is expected to serve a 90-day probation period. Benefits will not be included until and unless the position is made permanent, which is contingent upon performance evaluation, funding, board direction, and potential re-development of the organization and its training/service delivery models. If the position is more than 30/hours per week, employer paid medical benefits will include medical, dental, and vision benefits.

A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits. Additional employer paid benefits include: basic life insurance, vacation, sick leave, holiday pay and taxes as required by law. ANEW also contributes a 4% match to a 401k after one year of employment.

### APPLICATION PROCESS

The final applicant will be selected by way of a competitive process which will include interviewing and professional reference checks. Please email cover letter and resume to [hr@anewcareer.org](mailto:hr@anewcareer.org).