



Administrative Assistant – Full Time

Administrative Assistant Job Summary:

The Administrative Assistant (AA) is responsible for human resource activities, office/ program support (volunteer management, events, office management, etc.), buildings and facilities management, and vendor relations. The AA ensures that Volunteer Hospice of Clallam County's (VHOCC) day-to-day operations are supported, and mission-critical needs are addressed.

The position works in close partnership with VHOCC's mission support team members which includes the Executive Director, Volunteer Services Manager, Development Director, and Administrative Services Manager as well as with members of the clinical team (Nurses and Aides).

Administrative Assistant Responsibilities:

- Support new employee hiring process through posting of positions, triaging candidates via prescreening, scheduling interviews/staff shadowing, and managing onboarding processes.
- Track and/or manage all employee milestones, pay & benefits schedules, review timelines, training, and documentation.
- Support volunteer program – recruitment, onboarding, scheduling, management, etc.
- Support onboarding of interns, students, and residents as needed.
- Support employee wellness and team building activities.
- Support upkeep and maintenance of VHOCC facilities, systems, and equipment.
- Assist with payroll processing tasks.
- Assist with financials, including monthly reconciliation.
- Oversee maintenance, preventative and emergency. Manage vendor and professional service relationships.
- Support volunteer management through recruiting, pre-screening, training, and onboarding, as needed.
- Support events when and as needed.
- Contribute to social media management.
- Assist with development, implementation and adherence to policies and procedures.
- Manage organizational filings and memberships, e.g., property tax exemptions, SoS, WSHPCO, NAWA, etc.
- Assist members of the Mission Support and Clinical teams as needed.



Schedule: This position is a full time position. The ideal candidate will work 5 days per week, exact times are flexible. There may be some need to work during non-traditional office hours to address organizational needs. Most of the work will take place in VHOCC facilities in Port Angeles and Sequim but there may be opportunities to complete some work remotely.

Wage & Benefits:

- The hourly rate of pay will depend on the experience of the candidate and will be in the range of \$21 to \$25 per hour.
- Miles driven while performing organization business will be compensated at current GSA rates.
- Eligibility for medical, vision, and dental coverage.
- Eligibility for 401K contribution.
- Paid Time Off pursuant to VHOCC's policies.

Required Skills/Abilities:

- Strong organizational, time-management and critical thinking skills.
- Attention to detail.
- Excellent communication skills, both written and verbal.
- Strong interpersonal and customer-service skills.
- Comfort working independently and in teams.
- Proven ability to maintain discretion and confidentiality.
- Flexible and adaptable to new situations/emerging needs.
- Ability to multitask, prioritize, and independently identify, address, and solve problems.
- Proficient with Microsoft Office Suite and capable of efficiently learning additional technology tools.
- A minimum of 4 years of previous experience in a customer support or administrative role.

Physical Requirements:

- Ability to work on a computer for prolonged periods.
- Ability to sit for prolonged periods.
- Ability to lift 15 pounds at a time.
- Ability to drive between offices and other locations as needed to meet day-to-day business needs.

To apply for this position: Please send a cover letter and resume to office@vhocc.org