

Position Announcement for the Administrative Assistant

PART-TIME ADMINISTRATIVE ASSISTANT, Lake Forest Park Stewardship Foundation,
Lake Forest Park, WA

The Lake Forest Stewardship Foundation, is a local non-profit corporation. Its mission is to contribute to the well-being of the community of Lake Forest Park by fostering awareness, appreciation, and stewardship of our natural environment; and by preserving and enhancing parks and open space.

The organization seeks a competent, self-motivated individual to provide home-based, part-time administrative services and Microsoft Access data base management. Responsibilities include, but are not limited to maintaining the Access database, generating detailed and complex reports for donor contact and tracking; preparing donor acknowledgements and Board communications; coordinating volunteers; assisting in community relations efforts; preparing materials for fund-raising and special events; assisting with marketing and outreach.

Qualifications:

Knowledge and/or Skills:

Outstanding computer skills including proficiency in the use of MS Access, Excel, Word and e-mail are required. Excellent verbal and written communication skills are required. Non-profit and relationship building experience is highly desirable.

Education/Work Experience:

High school diploma or GED required; additional college-level courses desirable. Two to three years experience in positions of increasing administrative responsibilities (preferably in the non-profit area), or an equivalent combination of education and work experience totaling a minimum of four years.

The successful candidate will have access to LFP Stewardship Foundation information and supplies for the home office. This is a contract consulting position. Part-time employment: 10-20 hours per month. Compensation: \$13-16 per hour DOE. Position closes March 1, 2010. For a complete position description, please visit the web site, www.lfpsf.org.

Send or e-mail resume and cover letter by March 1, 2010 to

Attn: Search Committee
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