**Sound Learning**

**Part-time Administrative Assistant**

**Overview:**  Since 1991, Sound Learning, a community-based nonprofit, has consistently provided quality, accessible, and innovative education programs to a diverse community of learners (adults and out-of-school-youth age 16+) in partnership with trained community volunteers. The Learners served represent varied range of educational, economic, cultural, and language backgrounds. Our service areas are in Mason and Thurston County.

**This part-time administrative assistant** position is located in the Shelton office, in Mason County. The schedule 12-15 hours per week, during daytime office hours. Pay ranges form $12-$18 per hour, depending on qualifications and experience.

**Duties:**

* Front Desk: Field phone calls, receive and direct visitors, interface via the reception desk with students, volunteers, and the community at large.
* Administrative Assistance: Provide clerical support for Staff, including Exec. Director, Program Managers, and Instructors – copy, file, work with spreadsheets and documents, photocopy and scan materials, and maintain supplies.
* Fiscal: Support Exec. Director with bill and donation processing, data entry and reports.
* Other duties as assigned.

**Required Qualifications, skills, and abilities:**

* Education: High School diploma or equivalent.
* Excellent interpersonal skills.
* Familiarity with basic office procedures including filing, and phones and interacting with the public.
* Current working knowledge/skill using MS office programs including: Word, Excel, and Outlook.
* Strong organizational skills, good writing skills, ability to work independently and as part of a team, good follow through and attention to detail and accuracy.
* Good written and oral skills.
* Successful completion of Washington State Patrol Background check.

**Preferred Qualifications, skills, and abilities:**

* At least 1-year experience in equivalent position.
* A.A. degree or some college.
* Some course work in basic accounting and office procedure.
* Recent experience using QuickBooks®.
* Spanish language skills a plus!

**To Apply:** Please submit a resume and cover letter outlining your experience, qualifications, and interest in the position to [staff@soundlearning.co](mailto:staff@soundlearning.co).

**The application Priority deadline is February 3, 2020.**

**Position is open until filled.**