



Job Opening: Administrative/Operations Coordinator

Time Commitment: Full-Time

Founded in July 2011 in Bellevue, Washington, [Eastside Pathways](http://www.eastsidepathways.org) believes every child deserves the opportunity to thrive. At Eastside Pathways, our goal is to help provide those opportunities by building a powerful network of partners focused on optimal health and development for our youth. Made up of nearly 70 public, private and nonprofit organizations – including the Bellevue and Lake Washington School Districts - Eastside Pathways operates under the [collective impact](#) framework with a mission to shape policies and practices to eliminate the opportunity and achievement gaps so that ALL children succeed, cradle to career, in East King County.

The Partnership is staffed by a nonprofit, also called Eastside Pathways, which works alongside partner organizations and individuals to provide strategy, data support, communications, facilitation and operations support. This position is part of the backbone staff of the Partnership.

For more information, please visit www.eastsidepathways.org.

POSITION DESCRIPTION

The Admin/Operations Coordinator will help in the operations and administrative tasks to efficiently and effectively meet the needs of the backbone and the partnership. S/he will be working closely with staff, board members, and partner organizations.

- Eastside Pathways Backbone
 - Manage all administrative aspects of a small office, such as mail, printing, stationery, supplies, and other office needs.
 - Schedule, coordinate, and communicate meetings and manage the SharePoint calendar.
 - Assist the Executive Director in organizing internal meetings and retreats as needed, as well as in documenting policies, procedures, and administrative systems.
 - Manage check deposits, invoices, and expense statements.
 - Assist with monthly accounting procedures.
 - Assist the Executive Director in organizational projects as needed.
 - Assist with management of the organization's technology needs.
- Eastside Pathways Partner Events
 - Organize and manage meetings/events – schedule meeting rooms, manage email communications, plan the logistics (food, printing, etc.). Be responsible for room set-up and take-down including organizing and managing volunteers who may be helping.
- Eastside Pathways Board Meetings
 - Schedule meetings with multiple stakeholders as well as coordinate all operational logistics for the meeting including scheduling meeting rooms, managing email communications, arranging for meeting materials.

We envision a community where every child is happy, healthy, and successful.

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- Attend each Board Meeting to take notes.
- Collaborative meetings
 - Assist Facilitators in organizing, coordinating, and managing the meetings as needed.
 - Attend Collaborative Meetings to take notes as needed.

SKILLS AND QUALIFICATIONS

- Bachelor of Arts or Science or equivalent with 2-3 years relevant work experience.
- Strong communications skills, written and oral.
- Mastery of Microsoft Office products and familiarity with common online and social networking applications. Working knowledge of SharePoint and Salesforce.
- Excellent organizational and project planning skills including the ability to manage and prioritize multiple tasks and projects simultaneously.
- Should be able to implement proactively, think creatively, problem solve and share ideas for continuous improvement. Strong follow-up skills.
- Ability to work independently as well as collaboratively with staff and partners in a constantly changing environment.
- Strong interpersonal skills with an aptitude for managing key relationships.

ADDITIONAL INFORMATION

While the office space is at St. Andrew's Lutheran Church Campus, meetings are around Bellevue and the Eastside in various locations. Applicant must be able to provide his/her/their own transportation.

COMPENSATION

Salary range is \$35k - 45k DOE annually + benefits stipend.

HOW TO APPLY

Please apply by submitting your cover letter and resume in a *single MS Word document* to jobs@eastsidepathways.org . In your submission, please describe your particular interest in and qualifications for the Administrative and Operations Coordinator. This position will remain open until filled.

Eastside Pathways is an Equal Opportunity Employer that does not discriminate against individuals on the basis of race, religious creed, color, national origin, ancestry, sex, sexual preference, age, marital status, veteran status, mental or physical disability, or any other legally protected class in its employment policies or other programs and activities.