

**Administrative Coordinator
Pilchuck Glass School
Seattle and Stanwood, Washington**

Organizational Mission

Pilchuck Glass School is a nonprofit cultural organization established in 1971 with its campus in Stanwood, Washington and gallery/office space in Seattle, Washington. Through classes, residencies, exhibitions and outreach, Pilchuck Glass School fosters and educates a worldwide community that explores the creative uses of glass in art and design. Additional information can be found at www.pilchuck.com.

Summary

This position is typified by broad responsibilities and requires a mature understanding of how to: provide support for the Executive Director; project clear, professional and positive communications with trustees, staff, volunteers, donors, and visitors; and maintain confidentiality with all organization-related information.

This year-round, 40-hour per week position reports to the Executive Director in the Seattle Office with occasional travel to campus (Stanwood, WA), and to board meetings, donor cultivation events and conferences outside of Seattle.

Core Responsibilities

Serve a variety of roles including greeting visitors and handling basic office tasks and other responsibilities. Support the Board of Trustees including: preparing trustee and committee meetings, calendars, agendas, manuals, notices and minutes. Provide administrative support for planning staff meeting, campus tours, ordering supplies, overseeing office equipment, etc.

Qualifications

A bachelor's degree. Excellent interpersonal, verbal, and written communication skills, general office experience in a nonprofit setting working with artists, donors, board members and volunteers. Experience with Microsoft based applications and general knowledge of PC functions including intermediate level ability with MS Office (Outlook, Word, Excel and PowerPoint) and introductory level ability with Raisers Edge desired.

Compensation and Benefits:

Salary is competitive and commensurate with experience. Benefits include health insurance benefits, FSA plan, 401(k) retirement plan, long-term disability insurance, subsidized transportation pass, vacation and sick leave.

To Apply:

Please send a cover letter, resume and names and contact information for three references we can contact anytime to: jobsearch@pilchuck.com, subject: "Administrative Assistant Position, Your Name." Be sure to label all files with your name. Applications will be reviewed on an on-going basis through June 30, 2017.