

Work Study Job Description

Job Title	Administrative Assistant
Organization Name	Outdoors for All Foundation
Job Location	
Address	6344 NE 74th Street Ste 102 Seattle WA 98115
Pay Rate	\$9.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Molly Harrigan
Phone Number	
Email Address	mollyharrigan@outdoorsforall.org
Website	www.outdoorsforall.org

Nature of Organization

Mission: To enrich the quality of life for children and adults with disabilities through outdoor recreation. We are a national leader and one of the largest nonprofit organizations providing year round outdoor therapeutic recreation.

Duties and Responsibilities

Provide office assistance to help ensure smooth operating programs. Confirm address information, send email, produce thank you notes, maintain files and other office related tasks. Join Outdoors for All to gain valuable career skills while supporting our mission to "enrich the lives of children and adults with disabilities through outdoor recreation."

Minimum Qualifications

1. Good interpersonal, verbal and written communication skills. 2. Basic skills with Microsoft Office programs (Word, Excel, Publisher).

Educational Benefits

Knowledge of working in a non-profit setting and with individuals with disability, programming for adaptive recreation and general office and communication skills. Opportunity to experience a wide range of nonprofit, business and mission-driven projects.

How to Apply

Contact mollyharrigan@outdoorsforall.org for more information.

Job Number: 70OUTD01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 70%