



**Job Title: Administrative Assistant to Director**

Location: Crisis Shelter for Women & Children

Status: Full-time, Monday through Friday, 8 a.m. – 4 p.m.

**Responsibilities:**

- Provide effective management of front office and administrative area.
- Provide excellent reception in the front office (greet visitors and donors politely with appreciation, answer phones, and welcome all volunteers and donors).
- Direct the public appropriately.
- Manage office volunteers.
- Assist Director in administrative management (staff scheduling, calendar, staff meetings, program development, monthly statistics, etc.)
- Utilize conflict resolution strategies to defuse tense situations while treating all involved with dignity and respect.

**Required Qualifications:**

- Two years administrative experience
- Proficiency in Microsoft Office (Outlook 365, Word, Excel, etc.)
- Excellent organizational and interpersonal skills
- Ability to multi-task while remaining positive and composed
- Ability to maintain good personal boundaries
- Proven ability to train and manage volunteers
- Ability to make decisions in a timely manner

**Compensation:** Competitive salary (depends on education and experience)

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment, nonprofit-competitive wages, and excellent benefits: medical, dental and retirement. Submit a letter of interest and resume to:

UNION GOSPEL MISSION  
sue.rima@uniongospelmission.org  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: 509.535.0315