



Nonprofit Association of Washington

Job Announcement: Administrative Associate – Special Projects

Position Summary

The Administrative Associate – Special Projects supports the efficient and smooth day-to-day operations of Nonprofit Association of Washington (NAWA) and staffs a changing array of special projects across the organization. Primary duties of this position are providing internal administrative support, answering external information requests, filling in during staff vacancies, and managing special projects that improve the organization's effectiveness. The position requires a person with broad skills and the ability to adapt and perform a wide variety of responsibilities.

Key Responsibilities

1. Administrative support

- Support the Executive Director in managing logistics for the Board of Directors, workgroups, and committees, including scheduling, communications, agenda preparation, and minutes. Schedule other meetings as requested and enter data into our CRM (Salesforce) to record key meetings and activities.
- Schedule, compile agendas, and take minutes for staff meetings.
- Manage travel arrangements and handle event logistics as requested.
- Provide customer service by responding to information requests received by phone or email and assisting Membership Manager with member access to event registration and discounts.

2. Interim staffing

- During staff vacations and vacancies, the Administrative Associate – Special Projects will be asked to step into key responsibilities of that role during the interim period. Duties will vary and may include:
 - Email and phone coverage
 - Website and social media posting
 - Event planning and hosting
 - Financial administration
 - Grants tracking and sponsorship outreach
 - Member support
 - Other duties as assigned

3. Special projects

- As organizational needs dictate, the Administrative Associate – Special Projects will lead or participate in special projects that improve the organization's effectiveness. Duties will vary and may include:
 - Community outreach and relationship building
 - Assisting with in-person and online learning events
 - Data clean up and integration
 - Research and evaluation projects
 - Documenting organizational procedures
 - Assisting staff in launching new initiatives

- Conference planning and support
- Other duties as assigned

4. Contribute to a strong organization

- Contribute to the visibility of the organization by representing NAWA at events.
- Bring ideas from events, meetings, etc. back to the organization to contribute to our ongoing effort to understand and support nonprofits in Washington.
- Work on special projects and participate in key events such as the annual conference.
- Promote membership in Nonprofit Association of Washington.
- Support NAWA's advocacy work.

Desired Qualifications

- Commitment to NAWA's mission.
- Demonstrated commitment to racial equity.
- Proficiency in Office Suite (Word, Excel, PowerPoint, Outlook), CRM databases (ie: Salesforce), survey tools (ie: Survey Monkey) and Zoom. Equivalent transferrable skills from other systems are welcome.
- Familiarity with website content management systems (ie: WordPress), email engagement platforms (ie: MailChimp), online conference platforms (ie: Whoova), and project management software (ie: Asana) is desired.
- Ability to handle multiple tasks, projects, and priorities effectively and professionally.
- Effective and flexible communication skills.
- Excellent customer service skills.
- Ability to travel within state.
- Room setup involving moving tables and chairs and some moderate lifting (up to 25 pounds) on an occasional basis (accommodation may be possible).

Additional Information

Location: Remote within Washington (in-state residency required)

FLSA Classification: Full-time, Non-exempt

Compensation: \$46,500-\$49,500 [+\$2,500 for bilingual Spanish fluency]

Benefits include paid time off and health insurance

Supervisor: Deputy Director for Operations

How to Apply

Submit your cover letter and resume online by June 24: https://bit.ly/NAWA_SpecialProjects

Please name your documents FirstName_LastName_SpecialProjects

NAWA is an equal opportunity employer. We strive to create an inclusive and equitable workplace and encourage applications from people of all backgrounds.

About Nonprofit Association of Washington: nonprofitwa.org

Nonprofit Association of Washington (NAWA) convenes a powerful network of nonprofit organizations across Washington State to learn, advocate, and collaborate, so that nonprofits can achieve their missions. Through participation in our network, nonprofit staff, board, and volunteers become more sustainable and effective.

Stronger nonprofits contribute to healthy, collaborative, economically vital, and civically engaged communities. Many of our state's most effective nonprofits are members of the Nonprofit Association of Washington. Our organization is becoming more equitable and elevating equity throughout the nonprofit sector.

NAWA was founded in 2010 and has 13 dedicated staff serving over 30,000 nonprofits in Washington. Our organizational culture is fast-paced, entrepreneurial, and results-oriented. We value and support learning and professional growth and offer flexible hours and telecommuting options.

Nonprofit Association of Washington Equity Statement

As part of our commitment to revolutionize nonprofits' place in our state and world, NAWA is committed to be a champion and a leader in the quest for diversity, equity, and inclusion in the nonprofit sector. For us, this means using a diversity, equity, and inclusion lens in all the work we do, including looking at ourselves as a nonprofit. We know this means constant learning. If we err, we ask for grace and further discussion, so we can hold ourselves accountable to communities of color, rural communities and others who have been marginalized, and can continue learning and being challenged. We welcome the greater discussion, so we can make the strongest decisions for the issues that affect our membership and become a leader in learning and supporting diversity, equity, and inclusion for our state's nonprofit organizations.