

**Washington State Association of Head Start & ECEAP/
Washington State Training Consortium**

POSITION DESCRIPTION

Position: Part-time Administrative Assistant

Reports to: Professional Development Manager

Supervises: Not Applicable

Position Summary: Provides administrative assistance and support to the Washington State Association (WSA) and Washington State Training Consortium (WSTC).

Position Responsibilities:

- Provide administrative support to the Executive Director and the Professional Development Manager.
- Assist Professional Development Manager with training conferences and professional development events/activities. This includes assistance with registration, logistics, copying, conference set up, on site assistance as needed, and post-evaluation process.
- Maintain and update WSA database.
- Assist with meeting planning, conference calls, note taking, and some general correspondence to members.
- Assist WSA staff by keeping office well maintained and organized.
- Performs other duties as assigned by supervisor.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Time Commitment

WSA needs someone that can work 8 hours per week.

Work Site

While much of the conference preparation work will be done on-site at WSA offices in Kent, there is a considerable amount of work that can be completed from home or in an off-site setting.

Minimum Qualifications:

- High School Diploma with an AA preferred.
- Ability to work independently and prioritize multiple responsibilities.
- Good administrative and organizational skills.
- Possess strong interpersonal skills including ability to communicate clearly, accurately and effectively with diverse populations and all levels of personnel.
- Minimum of 6 months office experience.
- Working knowledge of standard office machines and procedures. Experience with MS Access a plus.
- Valid Washington State driver's license.
- Bilingual speaker preferred.