



Black Diamond Community Center

31605 Third Ave • PO Box 480 • Black Diamond • Washington • 98010-0480

Phone (360) 886-1011 • Fax (360) 886-8947

BlackDiamondCommCenter@yahoo.com • www.BlackDiamondCommCenter.org

Job Description – Senior Program and Office Assistant

Summary: Administrative and program support to the Executive Director and Executive Assistant. Responsible for data systems, office organization, and assisting with program activities. 20-hour per week position, funded by the King County Veterans, Seniors, and Human Services Levy, with normal hours of 9:30am to 2:30pm, Monday through Thursday. Additional hours may come up for seasonal programs and fundraisers.

General Duties and Responsibilities

- 1) Maintain a variety of client databases across all programs, including inspection and re-building of structure and formulaic elements as needed.
- 2) Entry of client data for all programs, including transfer of data between agency and funder systems.
- 3) Assist in general office duties, filing systems, and other document publishing. Immediate project involves assisting with the conversion of the BDCC's Publisher documents to PowerPoint (by October 1st, per Microsoft's end of support of Publisher).
- 4) Assist with regular senior programming and special events, including planning and set-up.
- 5) Field phone calls and walk-in requests as needed.

Knowledge, Skills and Abilities

- 1) Knowledge and proficiency in Microsoft Excel, especially formulas involving multiple spreadsheets within a workbook.
- 2) Knowledge and proficiency in Microsoft Word, Publisher, PowerPoint, and MS Paint.
- 3) Ability to work both independently and in group settings, and multi-task.
- 4) Strong written and oral communication skills; Spanish skills are a plus.
- 5) Keyboard proficiency and detail-oriented.
- 6) Ability to keep information confidential.
- 7) Strong customer service skills.

Minimum Qualifications

- * Experience working in a busy office setting and database management.
- * Strong organizational and computer skills, familiarity with the Windows operating system.
- * Familiarity with basic formula language in Microsoft Excel.

Compensation: \$21/hour at 20 hours per week. Open until filled.

To apply: Send cover letter and resume to our mailing address:

Black Diamond Community Center

P.O. BOX 480

Black Diamond WA 98010.

Serving seniors, youth and families for social, recreational and emergency services since 1988.

