



Title: Administrative and Program Coordinator

Primary Work Location:

2505 Cedarwood Avenue, Suite 5, Bellingham, WA 98225 with the opportunity for limited remote work based on ability to provide a suitable workstation and technology to accomplish the work.

Term: Regular, Part-time 30 hours per week

Reports to: Executive Director

Application deadline: Open Until Filled

Who we are:

Blue Skies for Children is a small local non-profit organization serving children in Whatcom and Skagit counties. Our vision is to help families with basic essentials to provide growth opportunities they cannot otherwise afford for their children. Our efforts are focused on raising hope and self esteem, giving each child an opportunity to feel equal to their peers. One of our many programs is to provide financial support for enrichment programs such as sports, lessons, camps and driver's education. We also distribute hundreds of new shoes, backpacks and jackets each year to local children. More importantly, we connect with our community, let them know we are here to help, and provide and lead them to needed resources for their children.

Who are we looking for:

Blue Skies for Children is seeking a self-motivated, reliable person who is passionate about serving the community. It is important that this person is extremely organized and enjoys being part of a team but can also work independently.

The schedule for this position is Monday - Thursday 9am - 4pm with potential for increased hours and some remote working as approved. Assistance with evening and weekend events will be required.

The Administrative & Program Coordinator will provide office and program support.

Duties will include but not limited to:

- Provide administrative support to the Executive Director.
- Oversee our Back-to-School and Winter Warm-Up Distribution events including coordinating events, procurement of items, inventory, and tracking needs.
- Answer phones and greet walk-in clients.
- Understand and explain the programs we offer families.
- Respond to email and phone inquiries.
- Maintain a clean and organized office space.

- Handle all aspects of mail.
- Receive intake paperwork from clients.
- Organize the storage and tracking of inventory.
- Input and maintain data on a number of different tracking tools.
- Run errands.
- Attend community events, set up, clean up, check in, and field questions about our organization.

Required Qualifications:

- Strong computer skills in Microsoft Word, Excel, and Google Docs
- Excellent communication skills, written and verbal, with the ability to maintain calm, positive and proactive.
- Must be able to multitask and prioritize in a high-volume environment with interruptions.
- Ability to manage phone calls and walk-in clients.
- Experience setting up and assisting with events.
- Customer service skills
- Demonstrated proficiency in typing and grammar.

Desired Qualifications:

- Preferred a minimum of a two-year degree.
- Preferred at least 3 years of office experience.
- Spanish or Ukrainian speaker is a plus.

Compensation:

\$18-20 per hour commensurate with experience

Benefits:

- 401(k)
- Paid time off

To Apply: Email a cover letter, resume, and contact information for three professional references by email to blueskieshiring@blueskiesforchildren.org

Blue Skies for Children is an equal opportunity employer that believes it is the responsibility of the company and all its employees to ensure there is no discrimination against any employee or applicant for employment based on does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information