



kandelia

Administrative Coordinator

Kandelia's mission is *to address systemic inequities so immigrant and refugee families and communities can thrive without having to compromise values, heritage or ethnicity.*

Position Overview

Hourly Rate: \$25.29/hr, Part-Time, Non-Exempt

Location:

This role will be primarily based at the Kandelia office (3829B S Edmunds St Seattle, WA 98118), with occasional duties at Seattle World School (1700 E Union St Seattle, WA 98122) or travel in the Seattle metro area. This position may be available for some remote work within the state of Washington.

Hours:

20 hours per week. Preferred Schedule: Monday - 8:00-4:30pm, Tuesday - 8:00-4:30pm, and an additional 4 hours. Some flexibility available. Occasional evenings and weekends required.

Reports to:

Operations Manager and Development Manager

Summary:

Kandelia seeks an organized, detail-oriented, mission-driven and service-oriented candidate to strengthen its team with a demonstrated passion for teamwork, operations, systems, logistics, administration, data, communications, and reporting to join our team.

The Administrative Coordinator will support our staff in achieving our mission of reducing institutional barriers preventing success and put refugee and immigrant youth and families on a path toward success in school, work, and in life opportunities. The Admin Coordinator will report to the Operations Manager and the Development Manager.

Core Responsibilities

Finance and Bookkeeping

- Collaborate with OM, accountants and consultants on all daily, monthly, and annual transactions
- Collaborate with OM and consultants on maintaining Kandelia financial systems based on non-profit best practices
- Support OM in yearly financial reviews such as audits and 990

Office Management

- Monitor all needed office supplies and equipment, including our shared kitchen and conference room area and PPE. Communicate with OM when purchasing is necessary.
- Check Kandelia correspondence (physical mail and email) regularly, and respond as appropriate or forward to key senior staff for follow up.
- Support with copying and filing of general organization documents and mail
- Support OM with maintaining shared office space by organizing, cleaning, rearranging, and assembling office supplies and furniture

Development and Database Coordination

- Enter data for gifts, donors and organizations in Kandelia's donor database
- Ensure quality and accuracy of Kandelia's donor database
- Assist with the planning of Kandelia's annual gala. This includes coordinating with vendors, helping with communications, preparing supplies and decor, assisting with printed materials, etc.
- Track, code and prepare electronic donor reports (e.g., Benevity, Argofire, etc.) and upload reports to bookkeeper for reconciliation.

Marketing and Communications

- Assist with online, email, social media and other forms of communication that reach Kandelia's supporters, partners, volunteers and donors. This includes preparing letters, social media updates, emails, etc. with support from the Development Manager and Executive Director.
- Assist in the implementation of Kandelia's brand identity, ensuring that all communications are on brand and using the right tone, verbiage, media etc
- Support the marketing and communications strategy within Kandelia's engagement plan, including both online and offline spaces, such as social media, targeted communications.

General Kandelia Engagement

- Send monthly reminder emails to staff about all staff meetings, events, financial due dates, and more
- Regularly attend and participate in meetings including but not limited to: all staff meetings, department meetings, retreats, and partnership meetings
- Serve as an internal and external ambassador of Kandelia, the mission, programs and services

Other Requirements

- Legal clearance to work with minors and within a school is non-negotiable and you must pass a background check and any other tests required by Seattle Public Schools or government partners
- Strong ethics, maturity, and appropriate boundaries for adult interactions with minors, including compliance with all Seattle Public Schools HR and reporting requirements
- Must be available to work flexibly, including occasional evenings and rare weekends
- Physical demands include working at the computer but also loading and transporting supplies (boxes up to 50 pounds, paper, printers, supplies, computer, t-shirts, food, etc.)
- Experience with Quickbooks and Google Drive preferred

Characteristics & Skills Preferred

- Strong connection to the Kandelia mission
- Empathy, humility, flexibility and willingness to serve
- Positive, solution-oriented approach in a team working toward common goals
- Ability to work independently
- Flexible and able to deal with unexpected and unplanned challenges
- Kindness, discretion, and respect in sharing authentic stories of our community
- Integrity and discretion in handling sensitive and confidential information
- Organized with attention to detail
- Ability to work with others with diverse communication styles

Application

To apply, please email a copy of your resume and cover letter to hr@kandelia.org. Priority deadline is September 16, 2022. Application open until filled.

This position is "at will," which means that either you or Kandelia may terminate the relationship for any or no reason, with or without advance notice

Kandelia is an equal opportunity/affirmative action employer. All qualified persons are encouraged to apply, regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, veteran status, marital or domestic partner status, or religious affiliation.