



Administrative Coordinator

Position type: Full time, non-exempt

Hourly Rate: \$29.80

Reports to: Co-Executive Directors

About Kandelia

Kandelia's mission is to remove barriers to opportunities so immigrant and refugee communities can flourish without compromising values, heritage, or ethnicity. Our main goal is for immigrant and refugee students to have equitable access and choice for educational and career opportunities. We serve students directly through school-based programs, particularly after-school and summer school. We partner with Seattle World School, a unique high school designed to meet the needs of newly arrived immigrant and refugee students. Kandelia also strengthens students' local family support system through classes and workshops, and helps students and caregivers access and navigate resources for education, employment, basic needs, and more. Our programs impact about 600 immigrant and refugee community members annually.

Administrative Coordinator Overview

Kandelia's Administrative Coordinator plays a key support role in daily operations across finance, HR, IT, development, and communications. This cross-functional role works under the direct supervision of the Co-Executive Directors and supports staff and projects across all departments. The Administrative Coordinator also provides external customer service as the first line of communication for emails and phone calls to Kandelia, which may include communication in languages other than English. Training will be provided as necessary for all job functions, with future opportunities for growth in HR, finance, development, and/or communications. This is an ideal role for someone who is organized, detail oriented, a flexible team player, and a collaborative problem solver.

Core Responsibilities

Finance, Bookkeeping, and Payroll

- With support from the Co-EDs, accurately process, code, track, and document all incoming revenue (eg. donations, checks, grant invoicing, and payments) using Quickbooks and Google Workspace
- With support from the Co-EDs, accurately process, code, track, and document outgoing expenses (eg. contractor invoices, bill payments, and staff reimbursements) using Quickbooks and Google Workspace
- Collaborate with Co-EDs and consultants to maintain Kandelia financial systems based on non-profit best practices
- Support Co-EDs with finance and HR tasks such as the yearly financial review, 990 preparation, budget preparation, collecting and distributing tax documents to employees and contractors, processing timesheets, and maintaining employee payroll and benefits records
- Support Co-EDs with internal communications and staff training related to finance, payroll, and HR policies and processes

I.T. and Office Coordination

- Monitor office supplies and communicate with Co-EDs when purchasing is necessary
- Regularly monitor incoming mail, forwarding to senior staff for follow up
- Support with copying and filing of general organization documents and mail
- Organize, maintain, and help clean shared office spaces, including set up and clean up for meetings and events

- Maintain logs for equipment and other Kandelia property issued to staff
- Help coordinate logistics and materials for meetings and retreats

Development and Communications Coordination

- Monitor Kandelia's main email address and office phone line, replying to general inquiries, forwarding communications to other team members, and securing language interpretation support as needed
- Help enter and maintain data in MailChimp and Kandelia's donor database
- Support with funder research, documentation, and preparation of grant materials
- Run and export fundraising and donor reports as needed
- Assist with donor communications for pledge reminders, meeting coordination, gift acknowledgement and receipts, etc.
- Assist with planning and execution Kandelia events, including coordination with vendors and volunteers, helping with communications, preparing supplies, A/V support, assisting with printed materials, etc.
- Support with updates to Kandelia's website

General Kandelia Engagement

- Send monthly reminder emails to staff about all staff meetings, events, financial due dates, and more
- Regularly attend and actively participate in meetings including but not limited to: all staff meetings, department meetings, retreats, and partnership meetings
- Occasionally serve as a committee member for Kandelia projects or events
- Serve as an internal and external ambassador of Kandelia, the mission, programs, services, and partnership opportunities (eg. introductory meetings, school tours, tabling, representing Kandelia at events)
- Support and promote organization-wide events and campaigns including but not limited to fundraisers, program events, and sharing online campaigns with community network
- Other duties as assigned

Characteristics and Qualifications

- Personal alignment with Kandelia's mission and values
- Experience working effectively with diverse, multicultural teams, stakeholders, and communities
- Empathy, humility, flexibility, and willingness to learn, especially when working across differences in language, culture, and communication styles
- Positive, solution-oriented approach in a team working toward common goals
- Kindness, discretion, respect, and strong ethics in handling sensitive information, including but not limited to employee HR files, participant stories, and program data
- Strong organizational and time management skills and ability to manage priorities across different workflows
- Exceptional attention to detail
- Strong English communication skills with the ability to interact professionally and warmly with diverse stakeholders by phone, email, and in person
- Strong digital literacy, with Zoom, Google Workspace, and Microsoft Office Suite experience required
- Experience with Quickbooks, CRM databases, WordPress, and MailChimp is a plus
- Fluency in additional languages preferred
- Experience or training in accounting preferred
- Associate's Degree in a relevant field or transferable skills preferred

Other Requirements

- Legal clearance to work with minors and within a school setting. All Kandelia employees 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
- Physical demands: sitting or standing at a desk, walking throughout the school building, occasional loading or moving supplies

Location and Work Arrangements

- Location: Primary work location is Kandelia office (3829B S Edmunds St Seattle, WA 98118)
- Occasional duties at Seattle World School (1700 E Union St Seattle, WA 98122) or travel in the Seattle metro area. Some flexibility for remote work with manager approval.
- Hours: Full time, Monday-Friday, with occasional evenings or weekends

Compensation and Benefits

Compensation: This is a full time, non-exempt position. The pay rate is \$29.80/hr. Reports to the Co-Executive Directors.

Benefits: Kandelia offers a generous benefit package which includes 100% paid health, vision, and dental insurance for staff and a 403(b) retirement account which Kandelia matches up to \$1,000 per employee per fiscal year, and a \$500 annual wellness budget.

Paid Time Off: Kandelia offers a generous paid time off package which includes 19.5 days of paid time off per year, 11 paid holidays including one floating holiday, and paid wellness days including Fridays off in July and August and two weeks in December.

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Kandelia is an Equal Opportunity Employer. Our organization is committed to providing equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, marital status, family responsibilities, genetic information, disability, veteran status, or any other legally protected characteristic.

We believe that diversity strengthens our team and enriches our work. We actively encourage applications from people of all backgrounds, abilities, and experiences. Our hiring decisions are based solely on qualifications, merit, and business needs.

The responsibilities listed are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position. Duties, responsibilities, and activities may change at the manager's discretion or based on changing needs and priorities of the organization.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply, please submit your cover letter and resume to hr@kandelia.org with the subject line, 'Administrative Coordinator'. Position is open until filled, priority deadline is February 1, 2026.