



Black Diamond Community Center

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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.
- 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, and Publisher, as well as 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.

