

Join The Washington Poison Center Team! We Are Looking for an Administrative Assistant/Receptionist – Seattle, WA

Are you an organized, detail-oriented professional who thrives in a dynamic environment? Do you want to be a part of a mission driven nonprofit organization? If so, we invite you to apply for the **Administrative Assistant/Receptionist** position at the **Washington Poison Center!**

About Us:

The **Washington Poison Center** is a 501(c)(3) nonprofit organization dedicated to preventing harm from poisoning through expertise, collaboration, and education. We are looking for an **Administrative Assistant/Receptionist** to provide essential support in office operations, leadership coordination, Board of Directors administration, as well as communications and fundraising initiatives.

Position Overview:

As the **Administrative Assistant/Receptionist**, you will play a key role in ensuring smooth office operations, managing front desk duties, supporting leadership, assisting with Board of Directors coordination, and contributing to development and communications initiatives. This position requires professionalism, discretion, and a high level of organizational skills.

Key Responsibilities:

✓ Office Administration & Support

- Maintain office efficiency by managing supplies, equipment, and office maintenance.
- Process mail, packages, and correspondence.
- Greet and assist visitors, ensuring a welcoming environment.
- Coordinate conference room and event scheduling.
- Provide administrative support for donor appreciation activities.

✓ Leadership & Board Support

- Assist the Executive Director and leadership team with scheduling, meetings, and correspondence.
- Prepare and distribute meeting agendas, minutes, and reports.
- Maintain Board records and assist with Board meeting logistics.

✓ Development & Communications Support

- Assist the **Development Director** in researching grant prospects from foundations and government agencies.

- Support the **Director of Public Relations & Education** with communications initiatives, including email campaigns, newsletters, and social media content.
- Help track and manage donor engagement and fundraising campaign progress.
- Maintain databases for donors, media, and fundraising contacts.
- Process requests for educational and promotional materials.

✓ **Event Coordination**

- Help coordinate staff meetings, retreats, and special events.
- Support public education initiatives such as Poison Prevention Week and health fairs.


What We're Looking For:

- **Education:** College education is preferred.
- **Experience:** At least 4 years of administrative office experience, preferably in healthcare or nonprofit settings.
- **Skills:**
 - Strong verbal and written communication skills.
 - Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).
 - Experience with donor database management (Little Green Light), website administration (Word press), or email marketing & survey tools (Mailchimp, SurveyMonkey) is a plus.
 - Ability to handle confidential information with discretion.
 - Strong organizational and multitasking abilities.


Position Details:

 **Location:** Onsite - Seattle, WA


 **Schedule:** Normal Business Hours, 30 to 40 Hours per week

 **Compensation Range:** \$24.61 to \$30.25 depending on experience

Benefits:

 **Health & Wellness** – Comprehensive medical, dental, vision, and EAP

 **Retirement** – 401(k) plan with employer contributions

 **Paid Time Off** – Generous vacation, sick leave, extended leave, and holidays

- ✔ **Professional Development** – Opportunities for growth and training,
- ✔ **Work-Life Balance** – Supportive and mission-driven work environment

Why Join Us?

At the **Washington Poison Center**, we are a dedicated and collaborative team committed to public health and safety. This is an excellent opportunity to contribute to a meaningful mission while working in a professional and supportive environment.

◆ **Ready to Apply?**

Send your **resume and cover letter** to Mara at mpiwen@wapc.org with the subject line: *Administrative Assistant Application – [Include Your Name]*.

If you are chosen to move forward in the recruiting process, you will be asked to complete an application. Applications must be completed to be considered for this role.

Join us in making a difference in public health—apply today!