



the Service Board JOB DESCRIPTION

JOB TITLE: Office Assistant (Part-Time, Entry Level)

REPORTS TO: Executive Director

DIRECT REPORTS: None

SCHEDULE: Part-Time (15 - 25 hours per week, Tue - Fri 10-4)

Compensation & Benefits

Hourly Pay Range: \$20.00 – \$24.00 per hour

In compliance with Washington State law, the above wage range represents the organization's good-faith estimate of compensation for this position at the time of posting. Placement within the range will be based on relevant experience, skills, education, internal equity, and organizational budget considerations.

This pay range reflects current market rates for entry-level administrative roles in the Seattle area.

Benefits Include:

- Flexible scheduling (when operationally feasible)
- Accruing PTO and flexible time off
- Sick Leave and Washington Paid Family & Medical Leave (PFML), as required by law
- Workers' Compensation coverage
- Eligibility for additional benefits may vary based on hours worked and organizational policy
- Free adventure sports activities
- Monthly Team Lunches
- Annual Pro Deals Membership

Position Summary

As a youth-led organization, **the Service Board (tSB)** builds community through the power of youth. For over 30 years, tSB has developed and implemented culturally relevant programming for high school-aged youth from communities furthest from justice in King County.

We are seeking a dependable and organized Part-Time Office Assistant to support daily administrative operations! This entry-level role is ideal for someone seeking experience in nonprofit administration while contributing to meaningful, mission-driven work. The Office Assistant will assist with organizing, donation intake, invoice processing, and maintaining a clean and welcoming office environment.

KEY RESPONSIBILITIES

Office Organization & Administrative Support

- Organize and maintain physical and digital filing systems in small office space
- Assist with data entry, document preparation and calendaring
- Manage office supplies and maintain organized storage areas
- Answer phones, greet visitors, and support general office communication

Donation Intake & Processing

- Pick up/Receive, process and log monetary and in-kind donations
- Prepare and send donation receipts and acknowledgments
- Maintain accurate donor records in the database
- Organize donated items in designated storage areas

Invoice & Financial Support

- Assist with receiving, preparing and organizing invoices
- Maintain orderly financial documentation and receipt storage
- Support basic bookkeeping tasks under supervision

Office Maintenance

- Maintain a clean and welcoming shared workspace
- Perform light cleaning of common areas, storage areas, and bathroom
- Take out trash, compost and recycling, and ensure proper disposal
- Assist with setup and cleanup for meetings and events

*Other duties, as needed

Required Qualifications & Desired Skills

- High School Diploma or equivalent (or currently enrolled in college)
- Relevant education, work or volunteer experience in the non-profit sector
- Strong organizational skills and attention to detail
- Strong communication and interpersonal skills
- Strong data entry skills
- Basic computer proficiency (Microsoft Office or Google Workspace)
- Reliable, professional, and accountable
- Experience collaborating in a diverse and dynamic team environment with a high tolerance for ambiguity
- Valid driver's license
- Must be able to tolerate prolonged periods of sitting at a desk, working on a computer
- Must be able to lift 15 pounds

Preferred Skills

- Aligned with the organization's values of mentoring, service, social justice and outdoor adventure

- Interest in community organizing, education, social services
- Socio-emotional awareness and cultural humility
- Interest in collaborating with diverse internal and external stakeholders

TO APPLY

Please submit a resume and cover letter to info@theserviceboard.org, including your name and Program Operations Coordinator in the subject line. Application will remain open until the position is filled. Interviews will be conducted on a rolling basis.

tSB is an equal opportunity employer and is committed to fostering an environment that welcomes and embraces equity, and in compliance with applicable laws, tSB does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, genetic information, sexual orientation, gender identity or expression, or marital status. Persons of color and those familiar with our programs are strongly encouraged to apply.