

People First of Washington is looking for someone with the following qualities for the People First of Washington Office Administrator position:

An Associates of Art degree is preferred, but appropriate experience will be considered.

- Mailing Materials
- Receipt incoming revenue
- computerize mailing list-list serve
- Review emails and send out information to list serve.
- Post appropriate information to People First Facebook page and groups
- follow up billing for information requested-invoices
- Answering phone calls-take and write down messages in a clear manner
- Coordinate convention registrations, room list, invoices, etc.
- Assist with special activities coordination such as mini conferences and the annual state convention
- photocopy and create existing publications
- Create materials as requested.
- Assist in the process of disseminating the newsletter
- Maintains a mileage log and receipts of all travel and other miscellaneous expenses as well as time sheets for staff.
- Experience with budgeting and fiscal management
- Experience in running DDA background checks for the organization's staff
- Experience in maintaining status with the requirements for 501-c-3 status and Washington State Secretary of State
  
- Self-motivated, treats all people with dignity and respect, good communicator, creative, public speaker, reliable-responsible, trustworthy, friendly and out-going, positive attitude, flexible, able to travel, and
  
- Able to listen, encourage, support and be the cheerleader for our membership.

If you think you have what it takes to support the incredible self-advocacy leaders in Washington State and have the qualities described above, please send your resume and a cover letter by email or regular mail to the addresses below **by May 15, 2019.**

[pfow@clarkston.com](mailto:pfow@clarkston.com)



**People First of Washington**  
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