



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

## **JOB OPENING**

**POSITION TITLE:** CSEW Administrative Assistant  
**REPORTS TO:** Director for Social Emotional Well-Being  
**STATUS AND COMPENSATION:** Full time non-exempt, 37.5 hours/week  
**SALARY:** \$21.00 to \$23.00 per hour

### **SUMMARY:**

Provide administrative and clerical support to the Center for Social-Emotional Wellbeing team including but not limited to working with Program Director, Clinical Supervisor, and Office Manager while ensuring timely completion of daily, short and long-term administrative duties.

### **ABOUT REWA:**

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

### **RESPONSIBILITIES:**

Key responsibilities include:

- Manage the team calendar in Shifts on Teams.
- Responding to internal inquiries in the Office Manager's absence.

- Professional Office Correspondence: including external, internal, routine and non-routine matters. Including, but not limited to meeting minutes, training development manuals/presentations, document review, and other needs.
- Data Maintenance: Maintain additional intake data to assist with the workflow of the offices, and tracking of important deliverables.
- Work alongside Office Manager and Director to prepare monthly reports (oral, written, spreadsheet).
- Assist with Scheduling Team Meetings and Retreats, when directed, including arranging facilities and caterers, when necessary.
- Work directly with Director and Office Manager on special projects.
- Assist with organizing any volunteers assigned to you by the Director.
- Maintain the highest level of confidentiality regarding agency and personnel matters incorporating HIPAA laws and requirements.
- Ensure office safety by maintaining upkeep and cleanliness to the office space.
- Prepare and distribute memos and letters as directed by the Director, or any other duties assigned.
- Assist Department Administration with Policy & Procedures updates and Quality Assurance Plan implementation needs.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in business, public administration, or related fields
- 2 years of experience in Administration, working with Executives
- Strong understanding of Microsoft Office Utilities and computer technologies
- Transcription skills for meeting minutes and document drafting

## **Preferred Qualifications**

- Well-rounded understanding of Excel
- Bilingual

**BENEFITS:** Medical, Dental, Vision, LTD, Life insurance, vacation, sick leave, paid holidays, 403(b) plan

## **TO APPLY:**

[https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101000001&type=JS&lang=en_US)

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

**BACKGROUND CHECKS:**

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

**Closing Date:** Open Until Filled

**EQUAL OPPORTUNITY EMPLOYER**

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.



