



Part-time Administrative Coordinator (22 hrs/week)

New Traditions provides Women's outpatient substance use disorder treatment program in the Southwest Seattle, specialized in PPW (Pregnant and Parenting Women) services. In addition, we provide free on-site childcare while parents participate in services at New Traditions.

We are committed to creating a safe and nurturing environment for ALL women of different backgrounds. Employees are asked to reflect on our own biases to dismantle institutionalized racism and social injustice in our community. Women with lived experience in recovery and from underserved communities are strongly encouraged to apply.

We currently have an opening for a **Part-time Administrative Assistant**. An ideal candidate will be a detail-oriented, flexible, and reliable person with the passion to assist families in recovery. This is a unique and versatile position for someone with strengths in IT trouble shooting and organizational skills. You will be asked to cover the front desk and assist with occasional childcare coverage. This position has the potential to evolve into 30 hours/week with employee benefits.

SUMMARY OF DUTIES:

Assist Executive Director & Operations Manager (80%):

- Under the direction of Operations Manager and Executive Director, provide on-site administrative coordination to complete projects in timely manner to meet deadlines and contractual agreements;
- Provide logistic support to daily operations, including IT trouble shooting, coverage for staff absence, assisting clinicians with non-clinical activities, organizing administrative/operational documents;
- Assist with on-boarding process of new employees with required paperwork, office assignment, phone assignment;
- Assist with data entry to Electronic Medical Record system to ensure accurate data transmission to billing system;
- Assist with clinical administrative tasks as assigned;
- On-site point of contact to coordinate communication between vendors and Operations Manager;

IT Trouble Shooting/Technology Support

- Assist with IT trouble shooting with MacBook Air, MacBook Pro, iMac, iPad, and PC
- On-site contact to trouble shoot with on-site server, internet, and wifi connectivity with various devices
- Install Apps and software as needed
- Set up new computer/user and on-boarding IT operations for new employees

General Office Admin

- Ensure New Traditions is welcoming, organized, clean, and presentable to clients, visitors, and staff members at all time
- Provide coverage where needed at front desk, childcare, and other departments
- Welcome clients, visitors, and providers from all cultural/socioeconomic background



MINIMUM QUALIFICATIONS:

1. Demonstrated commitment to racial equity and socioeconomic advancement of ALL women
2. Demonstrated ability and experience with minor IT trouble shooting in Mac environment with limited supervision
3. Experience with handling highly sensitive information related to IT security, HR management, and financial management
4. Able to follow directions/instruction accurately and complete tasks on time
5. Willing and able to pitch-in with coverage in other departments
6. Ability to effectively support, respect, and build rapport with clients and their children while providing coverage at front desk and childcare
7. Ability to provide culturally sensitive/non-judgmental care for family is required
8. Willing to learn new skills and to be a part of the team
9. Pass Background checks to serve medicaid-eligible children and vulnerable adults

PREFERRED QUALIFICATIONS:

1. Spanish Bilingual/Bicultural
2. Knowledge and experience with Microsoft SQL
3. Experience in working at a small nonprofit and/or community-based social services organization

To Apply: Email resume and cover letter highlighting your qualifications and demonstrated commitment to racial equity to hr@new-traditions.org to be considered for the position.

Compensation: \$21-24/hour (DOE)

Work Location: 9045 16th Ave SW, Seattle, WA 98106

Work Hours: 8:45am-2:45pm, Monday-Thursday (with occasional Fridays, if desired)

*****Must be free from misuse of alcohol or drugs for the past 5 years
We are a tobacco-free workplace*****