



RAINIER SCHOLARS

Job Announcement

OFFICE MANAGER/PROGRAM ASSISTANT

MISSION: Rainier Scholars cultivates the academic potential and leadership skills of hard-working, low-income students of color. By creating access to transformative educational opportunities and providing comprehensive support to scholars and families, we increase college graduation rates and empower new generations of leaders.

ORGANIZATION: Rainier Scholars is a comprehensive academic enrichment program that supports determined students of color over a 12-year journey – from 5th grade to college graduation. We seek to serve those who are most under-represented on college campuses and have the greatest number of barriers to achieving a college education: 85% qualify as low-income, 90% would be the first in their family to earn a college degree. Our program offers rigorous academics, leadership development and personalized support for scholars, providing access to educational pathways and myriad opportunities previously unimagined. By embracing our core values of Excellence, Perseverance, Integrity and Courage, our scholars propel themselves beyond what they and others ever deemed possible.

With a \$4.5 million budget, a staff team of 35 FTE and over 800 scholars and families whom we currently serve, Rainier Scholars has established a long-standing reputation for our unwavering commitment to education, proven success rate, and sustainable impact. We grow new generations of diverse college graduates, career professionals and community leaders.

SUMMARY: As the title indicates, the Office Manager/Program Assistant is responsible for a broad range of activities, including office management, coordination of various program initiatives and events, as well as light support for IT and HR. The OM/PA will also provide occasional support for the Executive Director and Associate Executive Director. This position reports to the Director of Academic Counseling and the Director of Leadership & Career Development. The tasks listed below are intended as a general framework of the responsibilities of this position. Flexibility and continued quality improvement are necessary in our organization; thus, Rainier Scholars requires that individuals not perceive any job description as fixed.

RESPONSIBILITIES

Office Management

Rainier Scholars' office is in constant motion and there is always something to be managed, completed, or improved. The incoming OM/PA will be our eyes and ears internally, taking a proactive approach to all aspects of office flow and management.

- Greet visitors to the office, and provide them with assistance and troubleshooting.
- Answer the main phone line, providing support to callers and forwarding calls, as needed.
- Sort and distribute daily mail and deliveries.
- Monitor and maintain office supplies inventory, as well as handle supply requests from staff.
- Monitor various organization email inboxes, responding to or forwarding emails, as appropriate.
- Support onboarding processes, update org chart and take on other HR tasks, as requested.
- Serve as liaison for building management, tech/mobile support, and school partnerships.
 - As the liaison to RS' outsourced IT support solution, the OM/PA will support staff members in electing when to elevate issues to the outsourced vendor, as well as manage tech equipment inventory, including making purchases.

Program Coordination / Event Planning

Consistently collaborating with the team to ensure Scholars & families receive high quality services and support, the OM/PA will have varying levels of responsibility for Rainier Scholars events throughout the year.

- Plan and organize logistics, including technology, facilities, transportation, materials, food and communication, for various program retreats, workshops, summer programs and other events throughout the year.
- Recruit Scholars for activities; notify families via email, mail and phone about RS program events, announcements, and reminders. Create occasional event flyers.
- Manage volunteer outreach and coordination, taking responsibility for programs such as Fall and Spring College Care Packages.
- Manage inventory and distribution of promotional products and corporate gifts.

Executive Support

- Provide administrative support for various meetings, including Board, Leadership Team, All-staff and committee meetings. Record, store and disseminate notes and documents before and/or after meetings.
- Assist with additional projects as needed.

PERSONAL ATTRIBUTES

- Take initiative, be resourceful, and respond flexibly to changing work demands.
- Demonstrate strong organizational and time management skills, and attention to detail.
- Exhibit exceptional judgment and integrity, including maintaining confidentiality.
- Present a professional presence, strong interpersonal skills, and excellent written and verbal communication skills.
- Work effectively in a collaborative environment.
- Support the culturally, racially, linguistically, and economically diverse population we serve.

PROFESSIONAL QUALIFICATIONS

REQUIRED:

- Bachelor's degree or equivalent experience.

DESIRABLE:

- Bilingual (Spanish or Vietnamese preferred).
- Tech support experience.

HOURS & COMPENSATION: 40 hours/week, salary range \$45-55k dependent on experience, benefits included. While most work is performed during regular office hours, some weekend and evening work is required.

TO APPLY

Interested applicants should send a cover letter, resume and list of references to apply@rainierscholars.org, or:

Rainier Scholars
Attn: Hiring, Office Manager/Program Assistant
2100 24th Ave. S., Suite 360
Seattle, WA 98144
(206) 407-2111

Please specify in your cover letter how you learned of this position.

Rainier Scholars is an equal opportunity employer.
 OPEN UNTIL FILLED