



42 N. Water St.
Port Hadlock, WA 98339
nswsb.edu

Job Description: Administrative Assistant
Hours: Full-time, 40 hours per week
Reports to: Executive Director

Come be part of the Northwest School of Wooden Boatbuilding team! Our vision is to provide the best educational experience to those dedicated to learning craftsmanship through boatbuilding and marine systems.

We are looking for an individual with excellent communication skills who is comfortable with customer service and holding a front-facing role in the School's administrative office. Candidates should be comfortable handling a variety of tasks and finding solutions to unexpected challenges. With over 50 students on campus at once, deliveries and unexpected visitors arriving throughout the day, staff spread across multiple buildings on the school's 8-acre campus, and incoming phone calls and email messages to the school, the Administrative Assistant will serve as a friendly and professional anchor assisting students, visitors, and staff by handling office tasks, answering questions, and supporting staff member projects.

To be successful in this role, candidates should be both creative and accurate, professional, and approachable, and self-directed and capable of completing projects on their own while also effectively working as part of a team. This role requires proficiency with computers, as well as outstanding organizational and verbal communication skills.

Administrative Assistant responsibilities:

- Create a welcoming environment for both current and incoming students and assist them with questions.
- Handle incoming communications and questions: answer and route phone calls and messages to appropriate staff, respond to and route emails, and greet and assist visitors to provide information and determine who they need to connect with on campus.
- Assist with administrative tasks related to full-time programs, workshops, and short courses offered by the School, including tracking registrations, follow-up communication, creating invoices and student forms, and collecting fees and tuition payments.
- Assist Administration and Student Services staff with projects, such as preparing information and paperwork for incoming students, maintaining student records, preparing mailings, and acknowledging donations.
- Assist with on-campus and offsite event logistics for graduation, festivals, student meetings and events, and fundraising events - tasks may include tracking event RSVPs, coordinating set up and refreshments, tracking and storing auction items, and playing 'concierge' role for virtual events.

- Manage the maintenance and communication around the School's 'Housing List' to assist incoming students.
- Help coordinate and schedule campus tours for public and special interest groups.
- Handle a variety of office tasks, such as reordering supplies, monitoring office equipment and scheduling repair visits with related vendors as needed and managing the distribution of incoming mail and packages.
- Fulfill orders for items purchased from our Boat School online and onsite stores and manage merchandise inventory.
- Assist with other administrative tasks and staff projects as needed.

Skills and Qualifications:

- Demonstrated organizational and administrative skills.
- Demonstrated computer and software skills. Must have experience with Microsoft suite (Office, Excel, Outlook and Powerpoint). Familiar with Google suite and CRM software. Adobe Acrobat and additional Adobe suite program experience a plus. Comfortable with learning new software quickly and independently.
- Demonstrated ability to complete work with accuracy and attention to detail.
- Demonstrated ability to solve problems and drive projects to completion.
- Demonstrated customer service skills – ability to remain polite and professional while juggling multiple tasks and conversations.

Compensation and Benefits

This position is full-time, 40 hours/week in office with an hourly rate of \$22.00 an hour.

We provide the following supports to help you manage your mental, emotional, and physical health:

- Paid sick days
- Paid vacation
- Paid holidays
- Health insurance available from your first day of employment
- Simple IRA 403b retirement program with 3% match

Start Date and Location

This is a full-time position with ability to start immediately working on site at the school's 8-acre waterfront campus on Port Townsend Bay. The address is 42 N. Water St., Port Hadlock, WA 98339.

To Apply

To apply, please send your resume and cover letter in a single PDF to christina@nswsb.edu.