



*Strengthening the Key Peninsula – Connecting the Community*

**Key Peninsula Partnership for a Healthy Community – Job Description  
Administrative Assistant – Part-time (20 hours per week)**

The Key Peninsula Partnership for a Healthy Community (KPP) is actively recruiting for an Administrative Assistant to work as part of a small, but highly collaborative team. The KPP is a non-profit community hub organization focused on improving the health and quality of life of all Key Peninsula community members with an emphasis on improving systemic barriers that exist for rural communities.

**Job Summary:**

The Non-Profit Administrative Assistant will provide overall administrative support to the KPP and its team members to ensure efficient day-to-day operations and overall functioning of the organization.

Competitive candidates must possess:

- Exceptional organizational skills.
- Excellent attention to details.
- Strong interpersonal communication and active listening skills.
- An ability to communicate and collaborate with team members, community members, elected officials, partner service providers, and representatives of funding entities.
- Intermediate to advanced computer literacy skills including use of MS Office Suite.

**Responsibilities:**

1. Organize and manage administrative tasks such as filing, document preparation, and record keeping.
2. Schedule and coordinate meetings, appointments, and travel arrangements for staff members and executives.
3. Assist with the creation and distribution of organization-related materials, including newsletters, reports, and presentations.
4. Aid in maintaining databases, ensuring accurate and up-to-date information.
5. Handle incoming inquiries and correspondence via phone, email, and mail, providing prompt and professional responses.
6. Help coordinate and support fundraising and community engagement events.
7. Collaborate with other team members to maintain an organized and welcoming office environment.
8. Maintain confidentiality of sensitive information and adhere to organizational policies and procedures.
9. Contribute to the overall success of the organization by undertaking other duties and responsibilities as needed.

*Key Peninsula Partnership for a Healthy Community  
P.O. Box 695 Vaughn, WA 98394 \* [www.kphealthycommunity.org](http://www.kphealthycommunity.org)  
A 501(c)3 non-profit organization #86-2537545*



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**Requirements:**

1. High school diploma or equivalent qualification; bachelor's degree preferred.
2. Proven administrative or office management experience, preferably within a non-profit organization.
3. Proficient in using office software (e.g., MS Office suite, databases, online platforms).
4. Exceptional organizational and time management skills, with the ability to prioritize tasks effectively.
5. Strong written and verbal communication skills, with a keen attention to detail.
6. Ability to work independently and collaboratively in a fast-paced environment.
7. Basic knowledge of budgeting and financial recordkeeping.
8. Familiarity with non-profit fundraising practices and procedures is a plus.
9. Commitment to the mission and values of the organization.

**Salary:**

The salary range for this position is between \$17,000 and \$21,000 annually for half-time/20 hours per week, dependent upon skills and experience.