



## **Operations Executive Administrator Position Description**

**Hours:** Part-time (20 hours per week)  
**Job Classification:** Hourly, Non-exempt  
**Reports to:** Senior Director of Operations  
**Work Location:** Duvall, WA

### **BACKGROUND:**

Acres of Diamonds' mission is to create lasting change for homeless moms and kids through a caring community. As one of the few facilities in Eastern King County specifically serving homeless women and children, our organization continues to grow to meet that need. We are committed to increasing our capacity as well continuing to innovate to enhance our services and programs. We value the importance of our whole community, from our residents and staff, to our volunteers and donors, to the communities where we operate, as integral to the completion of our mission.

### **POSITION SUMMARY:**

The Operations Administrator will be responsible for general administrative duties in the Development and Program departments, including organization and administration. This role will be integral to the function of the Program and Development departments and the smooth operation of the role of the Senior Director of Operations.

### **DUTIES & RESPONSIBILITIES:**

- Operate as a central communication person for Senior Director of Operations, responding to requests and inquiries as you are able and coordinating the Executive responses.
- Support Senior Director of Operations in scheduling her time, setting up appointments as needed.
- Maintain a high degree of confidentiality.
- Monitor and manage Senior Director of Operations email.
- Support the Senior Director of Operations by managing her receipts and other required financial documentation.
- Respond on behalf of the Senior Director of Operations, as needed, to phone calls emails and in person inquiries.
- Perform other tasks, as required.
- Manage hiring process for Development and Program departments as needed.
- Coordinate financial approvals for Development and Program departments, including assisting Sr. Director of Operations in budget development.
- Serve as backup administrator for general administrative duties in office.
- Coordinate and develop volunteers for general office-related tasks.

## REQUIRED SKILLS

- High school diploma
- Knowledge of administrative and clerical procedures
- Good written and verbal communication skills
- Able to show initiative
- Knowledge of computers and good keyboard skills
- Competency in Microsoft Word, Excel, email (Outlook), and internet navigation
- Good time management skills
- Able to contribute positively as part of a team, handling various tasks as required
- Able to maintain strict resident confidentiality, objectivity, and professional boundaries
- Valid Washington State driver's license
- Ability to lift up to 40 pounds on occasion

## REQUIRED QUALIFICATIONS

- Personal relationship with Jesus Christ and active in a Christian church
- Bachelor's degree preferred
- 3+ years of experience in executive administration
- Experience in human resources or hiring preferred
- Passion for the Acres of Diamonds mission
- Flexibility to adjust hours to meet deadlines and needs of the organization, including the availability to work occasional evenings and weekends

Acres of Diamonds is a Christian 501(c)(3) organization where homeless women and their children receive the help and resources they need to build lasting, healthy lives.

*It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee's race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.*

Send Resume and Cover Letter to [kerstin@acresofdiamonds.org](mailto:kerstin@acresofdiamonds.org). Only qualified candidates will be contacted.