



Position title: Administrative Assistant

Hours: 24 hours/week.

Salary: Non-exempt position. \$22,400 – 26,000 annually, depending on experience

Location: Port Townsend, WA

Our mission: Jumping Mouse transforms children's lives by providing expressive mental health therapy for as long as necessary. We nurture each child's healthy development and supportive relationships at home and in the community.

Jumping Mouse Children's Center is a Port Townsend nonprofit agency that provides mental health services for the children of Jefferson County, ages 2 to 12. The organization's name is derived from a Native American myth and reflects the healing and hope possible through long-term creative therapy.

Children receive therapy at Jumping Mouse for a variety of reasons, generally when the family is in a crisis and the young child is deeply affected. Jumping Mouse works with children referred from the schools, Head Start, the courts, Domestic Violence/Sexual Assault, and Child Protective Services as well as families. More than 80% of the children and families receiving services from Jumping Mouse therapists are low-income families. No child is ever turned away because his or her family cannot pay for services.

Each employee of Jumping Mouse Children's Center is integral to carrying out the organization's mission and transforming lives in our community.

The **Administrative Assistant** is responsible for 1) greeting and receiving the public; 2) assisting in the day-to-day functioning of the organization; and 3) and maintaining material and technical office resources.

The Administrative Assistant works to maintain our efficient business practices and is instrumental in creating a productive working environment for all.

Specific duties include:

- Serve as first point of contact for phone, email, walk-in queries.
- Maintain administrative and clinic procedures and manuals.
- Oversee facility maintenance and management.
- Coordinate administrative support to fundraising activities including assisting with

mailings and special events.

- Support staff on organizational procedures and systems.
- Maintain clinical and administrative files.
- Monitor and order office supplies and maintain supply storage area.

Qualifications and qualities needed:

1. Ability to maintain a high level of confidentiality.
2. Excellent customer service, communication, and organizational skills.
3. Experience in a busy office environment. Nonprofit and/or clinic experience preferred.
4. Ability to collaborate with others from all areas of the organization.
5. Strong interpersonal skills and with a proven ability to work with people from diverse backgrounds, experiences, lifestyles, beliefs and cultures.
6. Advanced information technology skills; fluency in Microsoft Office and familiarity with QuickBooks.

Work environment:

The environmental conditions described are representative of those typically encountered during successful performance of the job. Reasonable accommodations may be made to enable individuals with disabilities to fulfill job duties and responsibilities.

Routine office environment.

Occasional independent travel.

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To apply:

Application deadline: May 16, 2021

Email cover letter and résumé to Jenny Manza at jenny@jumpingmouse.org.