



WORK WITH CHILDSTRIVE TO IMPROVE THE LIVES OF CHILDREN AND FAMILIES

ChildStrive began as a dream shared by a small group of parents who wanted a better future for their children with special needs. Every day, ChildStrive team members continue to grow that dream through dynamic, research-based programs that improve the lives of children and families in our community.

We invite highly skilled, dedicated professionals to join our team. We have a part time opportunity for an **Office Coordinator** at our Lynnwood location.

POSITION SUMMARY

Under the supervision of the Manager of Systems Improvement, this position provides administrative support to one or more programs. In addition to answering phones, typing, and filing, performs duties such as directing referrals to Intake Coordinators, data entry, obtaining supplies, coordinating mail, and working on special projects. Also, answers routine correspondence and assembles highly confidential and sensitive information. Greets and interacts with a diverse group of external and internal visitors. Independent judgment is required to prioritize and organize workload.

REQUIRED QUALIFICATIONS

- High School Diploma or equivalent
- 3 years of administrative experience or a combination of education and experience
- Knowledge of Microsoft Suite
- Ability to balance team and individual responsibilities
- Strong communication skills; speak clearly and persuasively in positive or negative situations; listen and get clarification; write clearly and informatively; vary writing style to meet needs; present numerical data effectively; able to read and interpret written information
- Ability to follow policies and procedures; complete administrative tasks correctly and on time
- Ability to provide quality work; demonstrate accuracy and thoroughness; look for ways to improve and promote quality; apply feedback to improve performance; monitor own work to ensure quality
- Ability to maintain confidentiality of sensitive information

BENEFITS

In addition to our supportive workplace environment you'll enjoy excellent benefits that may include:

- Competitive wages
- Matching 403(b) retirement plan
- Paid Time Off
- Healthcare Package
- Continuing Ed

To be considered for this position email your resume and cover letter to:

employment@childstrive.org.

ABOUT OUR ORGANIZATION

Founded in 1963, ChildStrive is a growing non-profit agency serving children and families in Snohomish and north King Counties. We are pioneers and respected leaders in providing family centered parenting support and early intervention services to pregnant women and young children birth through 3 years old.

ChildStrive partners with families to support young children's success in daily life and in the community. Our vision is that all children will succeed in school and in life.

We serve our community through four programs:

Early Intervention serves families with children birth to three years of age who have a developmental delay or identified disability;

Nurse Family Partnership serves first time pregnant women who are 25 years of age or younger through pregnancy and until their child turns two years of age;

Parents as Teachers serves families who are pregnant or have a young child who are living with trauma or chronic hardships, including housing instability or poverty.

Outreach serves families with preschoolers who are homeless and living in shelters or who are isolated and lack support. The Outreach program also partners with the Tulalip Tribes and provides consultation services to childcare providers serving families in transitional housing.

At ChildStrive our workplace is a direct reflection of our work with the families we serve.

We ask our families about their hopes and dreams and we recognize that the hope of dreams of our staff extend beyond their work life.

We build family capacity through strength based coaching, reflection, and information sharing. Whether you are a seasoned professional or a recent graduate, we systematically support our staff to reach their full potential. You'll work alongside talented professionals and have built-in opportunities for continuing education, reflective supervision, pursuing your passions and sharing your knowledge.

We collaborate with families and our community partners in meaningful, effective ways; relationships are at the core of our work. You'll find a trusted "home" on your transdisciplinary work team and experience the results of deep, authentic collaboration across the agency.

We continually adapt and improve to best meet our families' needs, and maintain accountability in the process.

Whether working with a challenging family, or improving agency wide effectiveness, you'll roll up your sleeves to solve problems and have the freedom to implement solutions. Our "leader to leader" philosophy means that every employee takes responsibility for ChildStrive's success and how we accomplish our mission.

ChildStrive participates in the E-Verify program and is an equal opportunity employer
EEOC/AA - All qualified applicants will receive consideration without regard to race, color, sex, sexual orientation, religion or natural origin, creed, marital status, age, Vietnam era or other veterans' status, or mental or physical handicap.

Learn more by visiting www.childstrive.org