

Lake Forest Park Stewardship Foundation
Part-Time Administrative Assistant Position Description
Position Available March, 2010

The Lake Forest Park Stewardship Foundation (LFPSF) is a local non-profit corporation. Its mission is to contribute to the wellbeing of the community of Lake Forest Park by fostering awareness, appreciation, and stewardship of our natural environment; and by preserving and enhancing parks and open space.

Position Title: Administrative Assistant

Responsibilities:

The Administrative Assistant is primarily responsible to provide assistance to the LFPSF Board and Administrative Director in performing functions to support the Board and the Foundation's members.

Assist in planning and implementing the Foundation's programs, services, and projects as follows:

- Maintain the Foundation's Microsoft Access data base that allows us to recognize donors and business sponsors, and track volunteer participation
- Compose and send donor and volunteer acknowledgements using MS Access and Word.
- Assist in fund raising efforts
- Assist the Administrative Director in pursuing grant opportunities
- Perform grant administration functions in coordination with the bookkeeper including maintenance of Excel spreadsheets
- Assist in preparing publicity, marketing and media outreach including press releases, articles, scripts for interviews, and newsletters
- Assist in preparing for Foundation projects/events and being available to assist with various administrative functions at these events
- Assist in preparing Board communications

Compensation and Hours:

This is a contract consulting position.

Compensation: \$14 - \$16.00 per hour depending on experience (DOE)

10 - 20 hours per month according to work load

Send or e-mail resume and cover letter by March 1, 2010 to

Attn: Search Committee
Lake Forest Park Stewardship Foundation
P.O. Box 82861
Kenmore WA 98028

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Admin. Assistant Position Description