



Hood Canal Coordinating Council

Jefferson, Kitsap & Mason Counties; Port Gamble S'Klallam & Skokomish Tribes

17791 Fjord Drive NE, Suite 118, Poulsbo, WA 98370

Job Opening Announcement

Posted: November 12, 2023

Position: Administrative Manager (Temporary, Part-time or Full-time, Non-Exempt)

Job Summary and Position Snapshot:

The Hood Canal Coordinating Council (HCCC) has an immediate opening for a temporary Administrative Manager to operate administrative programs during a period of staffing transitions, Executive Director recruiting, and strategic planning. This position will be focused on day-to-day office administration, support of the HCCC Board of Directors, human resource management, support of contracting procedures, and records management. The position is temporary in anticipation of administrative staffing needs being reassessed by a new Executive Director. The ideal candidate will be comfortable exercising patience and flexibility, and will take a problem-solving approach to new challenges. Training and support will be provided.

Duration and Schedule: The anticipated duration is 3-5 months, working at least 24 hours per week, up to 40 hours per week. Please review the "Additional Information" section below.

Responsibilities:

Office Administration

- Perform general office duties including processing mail, purchasing and maintaining supplies and equipment, maintaining office space (requires in-office work at Poulsbo office), and acting as liaison to property management.
- Schedule meetings and assist with calendar maintenance.
- Draft, proofread, and edit communications. Update work instructions and internal resources. Assist in gathering data, updating spreadsheets and preparing reports.
- Maintain accident prevention and safety program.
- Maintain organizational insurance policies.
- Assist with records management and updating record destruction logs.

Human Resources

- Administer employee benefit plans and required reporting.
- Provide guidance on HR policies, interpretation, best practices, and recommendations to comply with applicable local, state and federal laws.
- Support organizational development and transition planning. May support recruiting, hiring, onboarding, and staff transitions.

Board of Directors and Non-Profit Governance

- Distribute meeting notices, distribute and post meeting agendas and materials.

- Attend monthly Board meetings to draft, finalize, and post approved meeting summaries.
- Make arrangements for Board meetings by virtual or teleconference options, and/or in-person to ensure compliance with Open Public Meetings Act.
- Support Public Records Officer (Executive Director) by facilitating coordinated and timely searches and responses to Public Record Requests.

Contracting/Purchasing

- Support Executive Director and Program Managers to develop, maintain, and comply with state, federal, and private grant, contracting, and procurement requirements.
- Prepare sub-contractor and consultant agreements, facilitate approval process, and conduct due diligence on sub-contractors and consultants.
- Verify insurance certificates and assist with contractor verification process.
- Manage vendor accounts for office services and software licenses.

Qualifications:

Knowledge/Skills:

- Knowledge of administrative procedures and systems, including records management.
- Requires working knowledge of multiple human resource disciplines, including benefits administration, employee relations, and federal and state employment laws and regulations. Knowledge of human resources concepts, practices, and policies.
- Excellent written, listening, and verbal communication skills.
- Excellent skills in teamwork and collaboration.
- Excellent problem-solving skills.
- Knowledge of Microsoft Office, including Word, Excel, PowerPoint.
- Knowledge of Google Workspace (Gmail, Calendar).
- Knowledge of Cloud-based document management. Familiarity with Box.com helpful.

Education and Experience:

- Requires a minimum of three years of experience in a combination of office administration and human resources management.
- Experience working for non-profit organization or government organization preferred.
- Bachelor's degree in Business Administration, Organizational Development, or Human Resources preferred.
- Professional Human Resources certification (PHR or SHRM-CP) preferred.

Additional Information:

- Hybrid option with initial emphasis on in-person work in Poulsbo office.
- Limited availability outside of normal business hours may be necessary during initial training period estimated to be 6 weeks. This may include availability, within reason and pre-arranged, during early mornings, evenings, or weekends.
- Schedule and hours in the range of 24-40 hours per week will be determined at the time of hire and may be reviewed and adjusted monthly by agreement.
- Use of a personal vehicle for HCCC business purposes requires verification of valid driver's license and satisfactory insurance coverage. Use of a personal vehicle is not a requirement of this position.

Working Conditions:

The position involves sitting for long periods of time. May require prolonged typing/keyboard, reading, and speaking. Lifting and carrying of records or other items weighing up to 10 pounds may be required occasionally.

Compensation and Benefits:

- Compensation range of \$29.00 - \$34.00 per hour.
- Temporary positions are not eligible for healthcare benefits (medical, dental, vision).
- 401(k) retirement plan with 3% employer match, employer discretionary contribution, and financial advisory services.
- Paid vacation leave. Twelve hours per month for full-time, prorated for part-time.
- Paid sick leave. Eight hours per month for full-time, prorated for part-time.
- Paid holidays. Fourteen per year, holiday hours prorated for part-time.
- Company provided laptop and mobile phone, returned at end of assignment.
- Office in Poulsbo. Hybrid remote within Washington State, subject to approval.

Equal Employment Opportunity

The HCCC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

Minorities, women, LGBTQ+ candidates, veterans, and individuals with disabilities are encouraged to apply. HCCC supports military spouses with remote work options, flexible scheduling, and proximity to regional military bases.

How to Apply: Submit resume with cover email or letter to: Jobs@hccc.wa.gov.

Resumes will be reviewed on an ongoing basis, and will be accepted until the position is filled.

No agencies or recruiters please.

If you need assistance with the application process to accommodate a disability, please contact HCCC at 360-394-0046 or Jobs@hccc.wa.gov.

HCCC Website:

For more information about Hood Canal Coordinating Council, please visit our website at <https://hccc.wa.gov>. Thank you for your interest.