



Development Administrative Assistant

Employment type: Part-time / 10 Hours a week (Non-Exempt)

Hourly Rate: \$18.00/hour

Program Area: Development/Fundraising

Reports To: Development Manager

OneAmerica is an Equal Opportunity Employer.

We strongly encourage women, people of color and LGBTQ candidates to apply.

OneAmerica is a Seattle-based nonprofit whose mission is to *advance the fundamental principles of democracy and justice by building power in immigrant communities.*

OneAmerica was established in 2001 by U.S. Representative Pramila Jayapal and has since grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. Our strategies include grassroots organizing, policy advocacy, immigrant integration programs and civic/electoral engagement. Our family of organizations consists of [OneAmerica](#) (501(c)3), [OneAmerica Votes](#) ((501(c)4), OAV Justice for All PAC (federal PAC) and [OneAmerica Votes Justice Fund](#) (PAC). Our work today is more important than ever, and OneAmerica is growing and becoming stronger to meet our current political challenges.

POSITION SUMMARY

OneAmerica is seeking a part-time Development Administrative Assistant to join the Development team. The Development Administrative Assistant will be responsible for entering gifts in the organization's donor database, producing gift receipts, and general administrative support of the Development team as assigned.

You will have opportunities to learn skills around nonprofit fundraising and participate in organizational training activities. The position is based in our Seattle office and reports to the Development Manager.

RESPONSIBILITIES

- Maintains the accuracy and integrity of donor data by ensuring that all information is kept current and up to date.
- Troubleshoots database issues for the Development team.
- Produces receipts and new donor packets.
- Performs basic administrative duties such as data entry, filing, compiling donor data reports, and more.

QUALIFICATIONS

While no one candidate will embody all the qualifications below we are looking for:

- Keen attention to detail, with ability to spot errors
- Commitment to confidentiality
- Displays exceptional time-management and organizational skills as needed for meeting deadlines.
- Ability to work both independently and collaboratively
- Proficiency in Microsoft Office suite, especially Excel and Word
- Proficiency in customer relationship management systems
- Experience with nonprofit fundraising or data management a plus
- Passion for social justice and building power in immigrant communities
- Demonstrates a professional demeanor whether speaking to others in person, over the phone, via email or through letters.
- Works well alone as well as under direct supervision.

COMPENSATION

- Hourly rate is \$18.00/Hour
- ORCA transit card

APPLICATION INSTRUCTIONS

Send resume and cover letter to jobs@weareoneamerica.org with the subject line “Development Administrative Assistant.” Preferably, cover letter should describe your passion for building power in immigrant communities. Position will be open until filled. Please website at www.weareoneamerica.org to learn more about OneAmerica.