



## **Office Administrator**

*updated June 2022*

### **About TwispWorks**

TwispWorks was founded in 2009, and our mission is to increase the economic and cultural vitality of the Methow Valley. We envision a balanced economy and thriving Methow Valley culture. Currently, we have a staff of seven, and our board of directors has 12 members, many of whom have expertise in the fields of education, entrepreneurship, and the arts.

Our 6.4-acre campus is home to over 30 unique organizations, including a childcare facility, an innovative choice high school, numerous artists and designers, a radio station and the local newspaper, a brewery and taproom, and a light manufacturing company. In addition to being an essential placemaker for local businesses, we advocate, innovate, and collaborate on programs that fit in three categories: healthy economy, arts, and education.

TwispWorks values guide our decision making and workplace culture. We value:

- Finding common ground
- Active listening
- Being welcoming and inclusive
- Clear communication
- Systems thinking
- Timeliness
- Curiosity
- Being present in person and grounded on campus
- Diverse representation and thinking

## **Job Description**

We are seeking an experienced **Office Administrator** to manage the daily operations of the office. This is an opportunity to have a significant impact on the organization for an energetic professional dedicated to providing top-notch services as well as building and maintaining an environment in which staff can thrive. The position is a blend of operations, administration, facilities, events, and hospitality and requires the ability to adapt to changing priorities and demands. Candidates who apply should demonstrate excellent hospitality and service skills and exceptional attention to detail, curiosity and problem-solving skills.

Work includes, but is not limited to:

- Preparation and distribution of Board meeting materials
- Regular document filing and destruction; management of electronic files
- Completing annual registrations, inventory and personal property affidavit
- Responsible for daily deposits and mail distribution
- Manage office equipment and supplies, including coordinating with IT support to procure and manage computing equipment
- Support management of Methow Valley Goods store, inventory management and merchandising
- Support management of the Methow Made marketing program including member outreach and management
- Engage the public on campus and as the first point of connection in the office
- Manage TwispWorks room rentals, scheduling, and details
- Assist with event management and preparation

## **Ideal Qualifications**

Previous work experience in an office with diverse demands on time and skills

Work experience in rural settings and nonprofits

Genuine interest and experience engaging with the public and a desire to further the mission of TwispWorks

Excellent organizational skills and attention to detail

Excellent written and spoken communication skills and ability to work with a small, dynamic team

Familiarity with Microsoft Office applications including MS-Word and Outlook

Experience with general office work including, but not limited to filing, inventory management, scheduling, phone and communication systems

## **Wage, Benefits, and Scheduling**

This position is part-time, at 24 hours/wk. Pay is negotiable depending on experience, and ranges from \$20-23/hr and includes medical, dental and vision insurance. Generous paid time off benefits plus professional development opportunities.

TwispWorks is family-friendly workplace.

## **Remote work**

TwispWorks is a flexible workplace, this position does require face-to-face support on campus and cannot be fully remote, but does allow for up to 10% remote work once past the probationary period.

## **COVID-19**

Our office follows state and federal guidelines for masking and vaccinations. Please ask about our current and past COVID protocols.

## **To apply:**

Please email your resume and a cover letter addressing your qualifications and experience to:

[Jobs@twispworks.org](mailto:Jobs@twispworks.org)

## **Candidate review and selection process:**

- Application reviews will be ongoing, priority review date is June 20
- Interviews will be conducted for selected candidates
- Candidates advancing to the next round of interviews will tour campus and meet staff
- The search to fill this position will be ongoing until TwispWorks identifies the new Office Administrator

## **TwispWorks is an Equal Opportunity Employer**

At TwispWorks we know our diverse, lived experiences lead to a stronger team and organization. We celebrate diversity and are committed to creating an inclusive environment for our employees. All employment is decided on the basis of qualifications, merit, and organizational need. We encourage people to apply with diverse race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

