



Database & Office Administrator

Position Description

The primary purpose of this part-time position is to effectively administrate the daily internal operations functions of the World Affairs Council. This position administers and integrates all database related functions for the Council and assists with the Council's internal operations so as to provide support to the Council's programs, staff and Board of Trustees. The Database and Office Administrator reports to the Chief Operating Officer.

Position Goals

1. Manage the processing of memberships, sales, and event registrations in the Council database
2. Ensure that the database and related systems are configured and utilized in ways that maximize Council goals
3. Administer basic Finance, Human Resource and Administration functions of the Council
4. Ensure that the Council has a stable computer network and applications environment which supports the work of the staff by working with Council network support

Position Responsibilities

- 1) Manage the processing of memberships, event registrations, and sales on the database
 - o Process memberships, including gift acknowledgments
 - o Oversee processing of event registration, ensuring the process is up-to-date on a daily basis and communicating with core business units
 - o Process gifts and sales through the database
 - o Complete daily reports of money received by check or credit card, making sure all batches are closed, finalized and balanced
- 2) Ensure that the database and related systems are configured and utilized in ways that maximize Council goals.
 - o Oversee up-to-date entry of Council e-newsletter subscriptions in the Council database
 - o Manage database updates and ensure that data is up-to-date and clean
 - o Administrate the Council database and network, including report running, troubleshooting, staff training and manual updating – liaising with technicians as needed
 - o Support Development Team by working with database technicians to coordinate database reports and database programming that serves Council fundraising goals
- 3) Oversee basic Finance, Human Resource and Administration functions of the Council:
 - a. Finance
 - o Reconcile financial documents (VeriSign reports and database reports, bill payment, etc) for processing by the part-time Finance Director
 - o Reconcile the Council's monthly Credit Card bill with receipts and fill our report for payment
 - o Manage financial filing together with administrative interns, Finance Director, and COO
 - o When called upon, review equipment and supply costs and make suggestions for cost savings
 - o Invoice subtenants and collect subtenant rent monthly
 - b. Human Resources
 - o Coordinate new hire processes for staff; including position advertising, application management, applicant screening, interview scheduling, correspondence with candidates, preparation of new hire benefits package
 - o With COO, manage benefits and personnel files for staff
 - o Work with COO to be a liaison between Employee Benefits providers and employees



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- Coordinate internship application process, coordinate office intern schedule, maintain internship files, and, together with Internship Coordinator, support internship training and recruitment
- Act as liaison between outside partners and staff
- c. Administration
 - Manage Office Administrative Assistant and/or administrative interns for identified projects for which s/he would develop a Scope of Work
 - With COO, coordinate Staff Meeting schedule, location scheduling, and agenda with COO
 - Oversee daily processing of paper and electronic mail
 - Manage office voicemail system and oversee daily check of general voicemail
 - Oversee office supply inventory and ordering
 - Ensure that all office operations files and archives are organized and current
 - Maintain key organization documents
 - Oversee general office cleanliness according to the established policy
 - Manage Council-wide reporting schedule, report finalization and distribution to staff and Board
 - Assist board in developing agenda/minutes protocol and posting board documents on board website page
 - Assist President with various operational tasks as they arise
 - When called upon, prepare and send documents to the Board of Directors
- 4) Ensure that the Council has a stable computer network and applications environment which supports the staff.
 - Manage standard settings and locks on all Council computers
 - Coordinate monthly email folder size report
 - Support staff with computer troubleshooting and solution brainstorming; consult outside technologies partners when necessary
 - Manage daily, weekly, and monthly server/website back-up
 - Coordinate server file clean-up
 - Oversee web updates and maintenance
- 5) Other Duties and Special Initiatives
 - The World Affairs Council maintains a small professional staff that works together to promote the Council's activities, raise funds, and raise the profile of the Council in the Seattle community. Responsibilities are shouldered equally among staff members, and each member of the team contributes to the work of the others where appropriate.

Position Requirements

Required	Desired
<ul style="list-style-type: none"> ● 1-3 years experience working in fast paced environment with focus on administration and organizational infrastructure support ● Knowledge of a database system, preferably Microsoft SQL Server or Microsoft Access; experience with database report development ● Computer literacy and knowledge of Microsoft Office programs (Word, Excel, Outlook, Explorer) ● Outstanding organizational skills and 	<ul style="list-style-type: none"> ● Familiarity with VeriSign operations ● Experience with Enterprise Manager (Microsoft SQL Server) ● Some basic understanding of SQL Queries, Stored Procedures and Views ● Experience with Crystal Reports ● Familiarity with one of the following applications to keep content on the Council's website current: Microsoft FrontPage or Macromedia DreamWeaver or Macromedia Contribute



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<p>attention to detail</p> <ul style="list-style-type: none"> • Positive, proactive and solution-oriented attitude • Excellent time-management ability; ability to effectively manage multiple tasks • Effective management skills, experience with both staff and volunteers • Experience working in an office environment with networked computers. • Team player ▪ Excellent verbal and written communication skills in English. 	<ul style="list-style-type: none"> • Website development or maintenance experience • Human Resources experience, including application review, orientation processes, and training • Finance or accounting experience; experience with QuickBooks • Strong interest in international relations and current events.
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Primary Contacts

Key Internal Contacts	Key External Contacts
<ul style="list-style-type: none"> • COO/IVP Director • President/CEO • Strategic Advisor • Director of Community Programs • Director of Development • Finance Director 	<ul style="list-style-type: none"> • Outside Employee Benefits providers • Vendor Contacts

Position Terms: Part-time, 20 hours-30 hours/week DOE, flexible schedule

Starting Salary: \$15,000/year based on 20 hours/week part-time work schedule; pro-rated if increased schedule is confirmed

Benefits: The World Affairs Council offers health and dental coverage, life insurance, and monthly bus pass

To apply: Email resume and cover letter to Jodi Kohlmeyer at jkohlmeyer@world-affairs.org. Please, no phone calls. Interviews start on Wednesday, January 21. Position open until filled.