



EMPLOYMENT OPPORTUNITY

Office Administrator | United Way of Lewis County

Part-time, hourly (30 hrs./week)

Salary range: \$24.50 - \$27.00 DOQ

Location: United Way of Lewis County (450 NW Pacific Ave., Chehalis WA)

Reports to: Executive Director

Position Summary

United Way of Lewis County is seeking a motivated, organized, and community-minded Office Administrator to help support our mission of bringing people and resources together to improve the quality of life in Lewis County. As a key member of our team, this position plays an essential role in the day-to-day operations of the organization, providing administrative support across donor engagement, community outreach, fundraising, and executive leadership functions.

Serving as the first point of contact for donors, volunteers, community partners, and visitors, this individual must demonstrate professionalism, initiative, discretion, confidentiality, and exceptional attention to detail while maintaining a welcoming and approachable presence. The ideal candidate is a positive, dependable team player who is passionate about serving the community, enjoys helping others, and thrives in a fast-paced nonprofit environment.

Key Responsibilities

Responsibilities include managing donor database records, answering phones, processing mail, assisting with accounting and financial processes, coordinating meetings and events, supporting the Executive Director, and helping ensure the smooth operation of the office.

Office Administration, Operations, and Executive Support

- Serve as the primary office coordinator, answering phones, greeting visitors, and responding to inquiries.
- Manage incoming and outgoing mail, packages, and correspondence.
- Maintain office supplies, equipment, and general office organization.
- Assist with filing, record retention, and administrative systems.
- Help maintain accurate organizational records and databases.
- Coordinate vendor relationships and office service needs.
- Provide administrative support to Executive Director and other key staff.
- Manage calendars, appointments, and meeting scheduling.
- Support board and committee meetings, including preparation and distribution of documents.
- Assist with special projects and organizational initiatives as assigned.
- Maintain status with all government entities, Secretary of State, SAM.gov., IRS, SAW, etc.
- Supervise work of office volunteers.

Donor Database & Financial Support

- Maintain donor records and gift processing within the organization's donor management system. (Donation Tracker)
- Coordinate with Resource Development Director to ensure necessary documentation is provided by workplace campaigns for the timely payment of designation to other agencies.
- Enter donations, pledges, and donor information accurately and timely, and support reconciliation of donations and financial records in coordination with the Executive Director and accounting firm.
- Generate donor reports, acknowledgments, and mailing lists, and assist with donor stewardship activities.
- Maintain confidentiality of donor and financial information.
- Reconcile Donation Tracker with QB monthly.
- Assist with grant administration and reporting.

Event & Volunteer Support

- Assist with planning and coordination of fundraising events, volunteer projects, and community engagement activities.
- Support volunteer communications and recordkeeping.
- Assist with event preparation, setup, and follow-up activities.
- Minimal evening and weekend hours required.

Community Engagement & Resource Support

- Serve as a helpful and knowledgeable resource for community members contacting United Way of Lewis County.
- Assist with maintaining resource information and referral materials.
- Support partnerships and collaborative initiatives through administrative coordination.

Skills, Knowledge, and Abilities Required

- Strong organizational and administrative skills, including the ability to balance day-to-day operational responsibilities while supporting broader organizational goals and priorities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and the ability to learn and effectively utilize donor management, accounting, and other database systems.
- Excellent customer service skills with a welcoming, professional, and solutions-oriented approach.
- Strong verbal, written, and interpersonal communication skills, with the ability to build positive relationships with donors, volunteers, community partners, board members, and the public.
- Strong problem-solving skills and the ability to anticipate needs, take initiative, and adapt to changing priorities.
- Ability to maintain confidentiality and exercise sound judgment, professionalism, and discretion when handling sensitive information.
- Strong organizational, time management, and project coordination abilities, including the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Commitment to diversity, equity, inclusion, and treating all individuals with dignity and respect.
- Passion for serving the community.

Preferred

- Experience working in a nonprofit organization.
- Experience with donor management or CRM systems.
- Experience supporting boards, committees, or volunteer groups.
- Familiarity with fundraising and event coordination.
- Associate's degree or equivalent combination of education and experience.

Qualifications

- High school diploma or equivalent required.
- Associate degree in business administration, office management, nonprofit management, accounting, or a related field preferred.
- Three or more years of administrative, office management, customer service, bookkeeping, or related experience required.
- Experience working with databases, donor management systems (CRM), accounting software, or other business applications preferred.
- Experience supporting executive leadership, boards, committees, meetings, or volunteer groups preferred.
- Experience in a nonprofit organization, fundraising environment, or community-focused organization is a plus.
- Equivalent combinations of education, training, and experience will be considered.

Why Join United Way of Lewis County?

If you're looking for a job where you can make a real difference close to home, you've found it! At United Way of Lewis County, you'll join a passionate team that loves serving our community, building connections, and creating opportunities for local families to thrive. Every day is different, every day is meaningful, and every day you'll help make Lewis County a better place to live, work, and grow.

United Way of Lewis County is proud to be an Equal Opportunity Employer. We are committed to building a welcoming and inclusive workplace where everyone has the opportunity to contribute, grow, and succeed.

Background Check & Employment Eligibility

Final candidates will be subject to a background check. Applicants must be authorized to work in the United States and provide documentation verifying employment eligibility as required by federal law.

To Apply

Interested candidates should submit a cover letter and resume outlining their qualifications and interest in the position to Angela.French@lewiscountyuw.com by July 10, 2026. Please include "Office Administrator Application" in the subject line.