

Database + Office Coordinator

About the Role

Full time, hourly. Approximately 40 hours per week. Reports to Assistant Director.

Support Seattle CityClub's mission by coordinating administrative and operational tasks for the office. Oversee and optimize database. Support Executive Director, program and development staff.

About Seattle CityClub

Seattle CityClub is a nonpartisan, 501(c)(3) nonprofit organization improving the civic health of the Puget Sound region by providing programs that bridge politics, sectors and generations to inform and engage residents and community leaders. Every year, Seattle CityClub serves over 30,000 Puget Sound residents in-person and online, and our broadcasts reach 1 million Washingtonians.

Start Date + Compensation

ASAP. Starting salary is \$31,200 per year, including PTO, PLUS benefits. Benefits include full medical, dental, & vision insurance and a monthly bus pass (approx. \$8,000 value) + retirement matching after one year. Four weeks PTO annually + the week between Christmas Eve and New Year's Day + 7 additional paid holidays.

Duties

Salesforce Administration

- Direct responsibility for maintenance and management of Salesforce database
- Maintain data integrity and ensure accuracy of participant and revenue records
- Manage API connections between database and external applications including FormAssembly and Eventbrite
- Extract data, create reports, and analyze usage patterns
- Train colleagues on database usage as needed; resolve user issues and concerns

Office Coordination

- Manage revenue stream, internal tracking and follow-up for all transactions; maintain records of office activities
- Manage all office supplies, technology, and select vendor relationships (ex. computer, copier, phone)
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail
- Coordinate office meeting schedule and support meeting logistics
- Support Assistant Director in weekly reporting functions to Bookkeeper, coordination of all City, State and Federal tax and other business filings
- Support Executive Director's schedule and communications, including facilitation of Board communications

Event/Member/Donor Management Support

- Manage event registration process, including VIP/table tracking and day of registration
- Schedule event reminders and post-event thank yous
- Support member/donor correspondence

Other projects as needed



Qualifications

Required: Warm, enthusiastic, collaborative professional who enjoys handling many tasks at one time and is highly adaptive to change. Must have excellent oral and written communication skills, strong orientation to detail, and sensitivity and finesse in stewardship of relationships. Must have two years experience or equivalent with database management (Salesforce preferred). **Preferred:** Revenue processing experience, facility with IT troubleshooting, and customer service experience.

To Apply

Please email resume, cover letter and three references to jobs@SeattleCityClub.org. Applications will be reviewed until position is filled. Please reference the job title in the subject line.