

Administrative Assistant I

Northwest Educational Service District 189

[1601 R Avenue](#)
[Anacortes, WA 98221](#)



Position Summary

This position provides administrative support to the Special Programs & Services Department and Administration. Position requires: a) using discretion and making administrative judgments based on existing operating guidelines to resolve day-to-day operating issues; b) performing interoffice administrative coordination, routine bookkeeping transactions, internal tracking of documents and travel arrangements; c) utilization of word processing, spreadsheets, and database applications to manipulate and format correspondence/data; d) scheduling, organizing, and facilitation of training and professional development events/programs; and, e) gathering and analyzing statistical data in order to create and prepare routine and ad-hoc reports and correspondence.

Qualifications

High school diploma or GED; at least three (3) years of experience that is directly related to the duties and responsibilities specified, preferably in an educational organization. An equivalent combination of education and experience may be substituted which provides the skills, knowledge and abilities to perform the essential functions of the position. WSP/FBI criminal history background clearance may be required.

Employment Conditions and Benefits

This is a part-time position. Benefit package includes medical, vision and dental insurance, life insurance, long term disability, paid sick leave, and enrollment with the Washington State Department of Retirement Systems.

How to Apply

Submit a complete application at nwesd.org/jobs. Applications for this position must include:

- Letter of Interest
- Resume



Questions?

Contact us by email at jobs@nwesd.org or by phone at (360)299-4057