

JOB DESCRIPTION – ADMIN ASSISTANT – WILASC **January 2025**

Job Title: Administrative Assistant

Location: Remote with minimal time on-site. Candidate should reside in or near Oak Harbor, or be willing to travel to Oak Harbor for events

Job Type: Part time (about 5-7 hours/week)

About Us

Whidbey Island Language, Art & STEM Center (WILASC) was founded in 2023 with the mission to providing an inspiring space for children and adults to explore their interests and develop new skills in languages, STEM and the arts. Our programs are diverse in nature, but all are guided by the same criteria: to nurture students' intellectual curiosity, develop their critical thinking skills and a global mindset, and inspire their lifelong love of learning.

Role Overview

Whidbey Island Language, Art & STEM Center is seeking a proactive and detail-oriented Administrative Assistant to support the smooth operation of our learning center. This role is pivotal in ensuring efficient administrative, HR, and financial processes, enabling the owner to focus on strategic development, marketing, curriculum and partnership building. The ideal candidate is a local parent with a deep understanding of the school systems and community networks, who values education and collaboration, and who has communication and organization skills. The candidate should have a strong interest in schools, education, and the well-being of children, while understanding and aligning with our learning center's vision and mission.

RESPONSIBILITIES

- **Administrative Support:**
 - Manage scheduling, correspondence, and communication.
 - Organize and maintain files and records.
 - Assist with event coordination and preparation.

- **HR Support:**
 - Support with teacher onboarding: background check, contract, invoicing, etc.
 - Help organize training sessions.

- **Marketing support:**

- Update content of our website (content is provided for you)
- Compose and schedule social media posts (optional)
- Design flyers on Canva (optional)
- Distribute posters and flyers on different online and offline channels

- **Others**
 - Monitor and record the use of grants for student scholarships
 - Assist with invoicing, billing, and payment follow-ups

 - Other miscellaneous tasks as needed

Qualifications

- Prior experience in administrative, HR, or marketing roles is preferred.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Word, Excel. Experience with designing marketing collaterals on Canva is desirable (but not a must)
- (Optional): Marketing skills (social media management, website updates, etc.) Being active in local community's social media groups is a plus.
- Ability to handle sensitive information with confidentiality.
- Familiarity with local school systems and community networks.

Benefits

- Free classes for your children at our learning center
- Flexible hours
- Opportunities to grow with our learning center and contribute to meaningful projects.
- Payment is commensurate with skills and experiences, starting at \$22/hour.

To Apply:

Please send your resume/CV to hello@wilasc.com with subject line: APPLICATION FOR ADMIN ASSISTANT POSITION