



## Administrative Assistant, Grants and Contracts (Temp, Part-Time)

### **Reports to Systems and Operations Manager**

**Part-time, Temporary (estimated 16 hours/week for 3 weeks)**

**Based in Seattle office (not remote)**

Seattle Parks Foundation is a 24-year-old nonprofit with a history of successful advocacy, community capacity building, park construction and fundraising on behalf of our city's public spaces. We partner with community to champion thriving and equitable parks and public spaces. Our vision is that people feel welcomed and invested in our parks and public spaces, leading to healthy, sustainable, and equitable communities. We support our community through a robust fiscal sponsorship program.

Our workplace is highly collaborative, professional, and respectful while nurturing a sense of fun. We are led by a strong and strategically engaged board of directors, and we strive to ensure that our team reflects the diversity of Seattle and has the cultural competence to ensure that we serve all residents of the city.

### **Our Core Commitments are:**

- We listen to learn, work in partnership, and lift up others.
- We are committed to diversity, equity, and inclusion. This means confronting our assumptions about structures of oppression and, in response, continually remaking our internal culture.
- We are accountable. When we commit, we deliver. When we make a mistake, we accept responsibility.
- We embrace change and the challenges that come with it.
- We nurture a culture of gratitude and continually celebrate and thank volunteers, staff, partners, and donors.

Seattle Parks Foundation is an Equal Opportunity Employer, and we believe that having staff, consultants and volunteers with diverse backgrounds enables us to meet our mission while creating an inclusive organization that reflects our values. We strongly encourage applications from all races, ages, religions, sexes, marital statuses, sexual orientations, gender identity, national origin, citizenship, military or veteran status, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination.

### **Scope of Work**

Seattle Parks Foundation is searching for an individual to help organize and file existing grants and contracts into a Microsoft database. Currently data is stored across different folders throughout our Sharepoint instance, and in an effort to streamline and organize our documents, we are moving to a centralized system.

Specific duties include:

- Reviewing and sorting active and inactive contracts and grants in each active fiscal partners SharePoint folder
- Entering standardized contract details and uploading final signed agreements into Seattle Parks Foundation's new Partner Database
- Uploading active grant agreements for each Fiscal Partner into our Partner Portal

This individual will work closely with the Systems and Operations Manager and a member of our Partner Team.

### **Requirements**

- Attention to written detail
- Strong project management skills
- Familiarity with contract and grant language
- Experience using Microsoft Office365, specifically Sharepoint and Word



### Compensation

This role is temporary and part-time. The anticipated timeframe to complete the scope of work is 45 hours. Hourly rate is \$25/hour.