

## Program Coordinator/Office Administrator

The Northwest Danish Association (NWDA) is a non-profit organization that strives to enrich community life experience through Danish cross-cultural exchange and social outreach. We hold interesting and fun community events and programs for young and old, language classes, and book clubs that are focused on Denmark and the Danish society, culture, history, and innovation. The NWDA is a great place to meet the many members of the Danish and Scandinavian communities in the Pacific Northwest and nationally. In addition, we own and manage the office building where we are located.

Our North Seattle office is seeking a full-time, in-office **Program Coordinator/Office Administrator** to perform in a multi-functional, customer-centric role. As the front face of the NWDA and The Meridian Executive Suites and office building, you will perform three primary functions in the capacity of Program Coordinator/Office Administrator.

### **ESSENTIAL FUNCTIONS:**

#### **Program Coordination – 50%**

- Plan, coordinate, and support NWDA events and programs that align with the organization's goal of sharing Danish cultural traditions (examples of events include language classes, film nights, dinners, and summer camps for children and teens)
- Develop outreach strategies for donors and membership
- Establish fundraising goals in cooperation with the Board
- and develop fundraising events (such as: NWDA's annual Christmas auction which raises over \$10,000 yearly)
- Implement an integrative communication strategy including NWDA's online presence and other external representations of the organization in the larger community
- Develop promotional material: Create, distribute, and maintain print and electronic material to promote NWDA and NWDA events (a quarterly newsletter, e-bulletins, website, social media sites, letters, brochures, posters, flyers, postcards, etc.)
- Assists with maintaining and updating the database for membership fees and keeping track of renewal dates
- Manage and coordinate NWDA volunteers
- Maintain and cultivate relationships with organizations and individuals in the community, both within and outside the Danish and Nordic communities

#### **Office Administration – 30%**

- Perform front desk reception duties for tenants of the Meridian Executive Suites and office building: answering phones, greeting visitors, processing mail, scheduling conference/event rooms, and managing inquiries
- Handle the day-to-day communications and provide clerical support for Meridian Executive Suites tenants

- Maintain accurate and organized file systems
- Keeps office organized and well maintained

### **Property Management Assistance – 20%**

- Collaborates with board chair and acts as communication liaison with tenants within the office rentals
- Assists NWDA Board member to prepare and schedule property viewings and conduct property tours for potential new tenants
- Manages tenant accounts addresses and resolves questions, concerns, and complaints in a timely manner
- Inspects property conditions on a regular basis and coordinating maintenance activities
- Maintains organized and updated resident files and records

### **QUALIFICATIONS**

- Minimum 3 years of experience event planning, hosting, and coordinating volunteers
- Minimum 2 years in an office administration role
- Knowledge of WordPress and social media (Facebook, Instagram, Twitter)
- Excellent writing, editing, and communication skills
- A high degree of attention to detail, accuracy, and organization
- Ability to understand financial data, processes, and procedures
- Intermediate computer proficiency in both Microsoft Office Applications and Google Suite
- Ability to implement standard office procedures and able to operate office equipment/IT (copier, phones, postage machine, printer, modem, internet, etc.)
- Stellar multi-tasking and problem-solving skills
- Ability to work independently and with a team
- Proven success in a similar role

### **PREFERRED SKILLS**

- Involvement in or exposure to Denmark, the Danish culture and language
- Previous experience working with a non-profit organization
- Experience as a Property Manager in a business building
- A basic understanding of non-profit business operations
- Bachelor's degree in relevant field or equivalent experience

**TO APPLY: PLEASE UPLOAD AN APPLICATION, RESUME, AND COVER LETTER INCLUDING A DANISH GREETING OR SENTENCE TO [seattle@nwdanish.org](mailto:seattle@nwdanish.org) OR GO TO OUR WEBSITE [www.northwestdanish.org/careers/](http://www.northwestdanish.org/careers/)**

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**SALARY COMMENSURATE WITH EXPERIENCE (\$50,000 to \$55,000)**

NWDA IS AN EQUAL OPPORTUNITY EMPLOYER

WE ADHERE TO ALL COVID RESTRICTIONS AS DIRECTED FROM THE FEDERAL AND STATE GOVERNMENTS