

Title: Bilingual Office Assistant

Reports to: Director of Programs

Pay: Part time (16-20 hours per week), permanent, hourly DOE

Current Benefits: This position is not currently benefits eligible

Hours: Afternoons 12-4:30pm Mon-Thurs

To apply: Please send a resume and cover letter to Mallory Conner at mallory@roomone.org. If you have questions about the position, please reach out also. We begin reviewing applications in late July, so we encourage you to submit soon. In your cover letter, please address the following questions - this helps us get to know you better!

- What is it about this position at Room One that excites you?
- How has your previous work experience prepared you for this position?
- Please briefly talk about how your background or experience prepares you for this work, particularly for working with people who may have different backgrounds than yours.

About you:

You are friendly, organized, dependable and professional. You are comfortable talking with people experiencing hardship or crisis, offering a listening ear and a calm presence. You're fluent in both English and Spanish and confident communicating across cultures and languages. You're comfortable managing a variety of office tasks—like answering phones, greeting visitors, handling paperwork, and supporting staff—with a calm and positive attitude.

You take pride in being detail-oriented and reliable, and you're the kind of person who notices when something needs to get done—and jumps in to help. You care about serving the community and helping others feel welcomed, heard, and supported.

About us:

We are a social services and community advocacy organization serving the Methow Valley and the broader Okanogan County. Guided by a vision of a rural community where everyone has hope for the future and the freedom to live, work, and play, we pursue our mission through three core strategies: **direct services**, **prevention programs**, and **advocacy for systemic change**.

Our **direct services** connect community members with client advocates who help meet immediate and essential needs. Through our **prevention programs**, we offer support groups, youth-focused initiatives centered on pregnancy prevention and sexual and reproductive health, and resources for individuals navigating addiction. Our **advocacy work** builds collaborative partnerships across the county to address the structural barriers that impact the people we serve.

Together, these efforts reflect our commitment to equity, access, and lasting change in our rural communities.

Our top requirements: We will train on specific systems and protocols. And it will help you succeed if you:

- Have strong self-awareness, can recognize when you need support, can receive feedback as part of growth,
- Can communicate and collaborate as a team-player, sometimes putting your own plans and agenda aside, while sharing your experience and thoughts openly,
- Have an ability to respond calmly and with compassion when people are experiencing hardship or crisis
- Have the ability to multi-task, manage time, and stay organized

We are also seeking **candidates who demonstrate:**

- Ability to see the big picture, while also attending to details
- Passion for creating equitable and thriving work environments
- Respect for policies and protocols
- Ability to listen and be available to staff you are supervising
- Commitment to community and being with an organization for an extended period

Unique Requirements of the Bilingual Office Assistant position:

- 1-3 years of administrative experience, ideally in a nonprofit or community-based setting
- Bilingual (Spanish and English fluency) with writing and oral proficiency testing required
- Proficiency in Microsoft Office programs and/or Google Workspace
- Excellent organizational, time management, and communication skills
- Ability to handle confidential information
- Positive, flexible and collaborative with a commitment to the organization's mission and vision
- Excellent interpersonal skills for interacting with clients
- Must be able to prioritize and manage multiple assignments and deadlines in a fast-paced, dynamic environment

Room One strives to cultivate a staff whose lived experience aligns with the key issues we address. People of color, LGBTQ candidates, those from diverse socioeconomic backgrounds, and people with deep roots in Okanogan County and other qualified candidates are encouraged to apply.